

**FOURTH BAPTIST CHURCH**  
**POSITION TITLE: MEMBER AT LARGE BUDGET PLANNING COMMITTEE**

**PRINCIPAL FUNCTIONS**

The principal function of the Fourth Baptist Church Budget Committee Member at Large is to serve God, Jesus Christ, the members of Fourth Baptist Church and God's vision, mission, purpose, and core values for Fourth Baptist Church. The Budget Planning Committee leads the church in developing and implementing a comprehensive Bible Stewardship program that supports the overall ministry, budget and the church's vision, mission, purpose, and core values. This committee shall function throughout the year to recommend budget revisions to the Church as may be deemed necessary. The chairman must be an at-large committee member.

**QUALIFICATIONS**

- Must possess knowledge of the church budget process; must possess knowledge of budget forecasting
- Must possess the Spiritual Gifts of Wisdom, Giving, Faith, Leadership, and Administration (1 Corinthians 2:1-13, 2 Corinthians 8:1-7, Hebrews 13:1-21, Acts 15:7-11, Acts 6:1-7)
- Integrity, honesty, a high moral compass, and operates with transparency.
- Acquire scriptural knowledge and constant growth in spirituality.
- Attend regularly the services of the church.
- Give financially through tithing in keeping with the Biblical principle of carrying out the work and programs of the church (Malachi 3:10).
- Give active support to and promote the church's programs through personal service in cooperation with the pastor, officers, and committees.
- Attend church meetings.
- Cultivate and cherish brotherly love for all members of the church and community.
- Abide by the provisions of the Constitution and By-Laws and the Baptist Church Covenant.
- Demonstrate knowledge of and support for the church's vision, mission, purpose, and core values and how this ministry position contributes to them.

**DUTIES/RESPONSIBILITIES**

- Estimate anticipated income based on previous year's Church income, prevailing economic conditions, past year's giving record of membership and anticipated plans for growth.
- Request organizations and/or committees to submit an itemized list of budget needs for the year.
- Compile the lists for the first meeting of the Budget Committee. If necessary, notify leaders of boards/committees to be present at a subsequent meeting to speak to their requests.
- Make adjustments to allocations, notify committees/organizations regarding request decisions and prepare the budget for presentation.
- Submit the recommended yearly budget for the church to the Joint Board and subsequently to the Church for approval. The budget shall be submitted to the Church in the annual October business meeting.
- The committee shall encourage tithing and systematic giving.

**STAFF RELATIONSHIPS**

The Budget Planning Committee Member at Large shall have working relationships with all of Church Officers, Church Staff Members, Committees, Ministry Leaders and members of Fourth Baptist Church to represent the congregation in a fair and trustworthy manner.

