

## **FOURTH BAPTIST CHURCH**

### **POSITION TITLE: MEMBER AT LARGE FINANCE COMMITTEE**

#### **PRINCIPAL FUNCTIONS**

The principal function of the Fourth Baptist Church Finance 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 position of Finance Committee Member at Large is designed to direct the development of an effective stewardship program in order to assure adequate funds to meet the budget needs of the Church. This committee will also supervise the proper handling and disbursement of such funds.

#### **QUALIFICATIONS**

- Integrity, honesty, a high moral compass, and operates with transparency.
- Well organized, detailed oriented, with accounting/account management background.
- Have a working knowledge of at least two years of finance and budget procedures.
- 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.
- Must possess the Spiritual Gifts of Wisdom, Giving, Faith, Leadership, and Administration (1 Corinthians 2:1-13, 2Corinthians 8:1-7, Hebrews 13:1-21, Acts 15:1-7, Acts 6:1-7)

#### **DUTIES AND RESPONSIBILITIES**

- Pay by check, from the Church funds, all approved obligations incurred by the Church.
- Require vouchers from all individuals or organizations seeking funds and it will honor properly authorized vouchers for allocated expenses when vouchers are presented in a timely manner and if the requested funds are available.
- Maintain custody of all deposit slips and cancelled checks.
- Keep separate accounts of all funds raised or contributed for special purposes and funds allocated in the Church budget.
- Approve all request for funds prior to funds being spent.
- Receive and review the treasurer's monthly reports of the Church's offering and expenditures.

#### **STAFF RELATIONSHIPS**

The Finance 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.