A logo with a red bird and a cross

Description automatically generatedGRP Ministry and

Treasurer

Role Descriptions

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| Volunteer Role | Treasurer of Congregation and/or Church Council |
| Purpose | To oversee the financial affairs of the congregation with integrity, transparency and accountability, ensuring sound financial management in alignment with the mission of the congregation and the requirements of the UCA. |
| Term of Position | The meeting of a Congregation shall appoint a Treasurer. Term of position is determined by the Congregation. |
| Operating Site | Local congregation |
| Skills and Qualities | Honesty, integrity and reliability  Basic bookkeeping and financial literacy skills  Attention to detail and ability to meet deadlines  Willingness to work collaboratively and confidentially  Familiar with UCA financial guidelines or willingness to learn  Commitment to the mission, values and ethos of the UCA  Obtain Culture of Safety Training & WWCC |
| Accountability | Report to the Church Council  Work closely with the Minister (where appointed), Secretary and Presbytery (as needed). |

ROLE DESCRIPTIONS & KEY RESPONSIBILITIES OF TREASURER

Financial Management

* Manage all income and expenditure of the congregation, including offerings, donations, grants and payments
* Ensure that all financial transactions are recorded accurately and promptly
* Monitor the congregation’s financial position and cash flow

Budgeting and Planning

* Prepare an annual budget in consultation with the Church Council and Minister/Ministry team
* Present the proposed budget to the Church Council and then to the Congregational Meeting for approval
* Assist in long-term financial planning and stewardship

Record Keeping and Systems

* Maintain accurate financial records, including bank statements, receipts, invoices, payroll (if applicable), and tax documents
* Work with a bookkeeper or auditor as needed to ensure financial transparency
* Maintain appropriate banking arrangements and ensure dual signatory procedures are followed

Supporting Stewardship and Giving

* Encourage faithful giving and good stewardship within the congregation
* Help facilitate programs related to financial support of the church’s mission
* Help identify and nurture gifts for ministry and leadership among members

Compliance and Risk Management

* Ensure that all financial practices comply with UCA Constitution, Regulations and policies, Synod guidelines, and legal requirements
* Assist in managing risks related to insurance, property use, and fundraising activities