

Leadership Council Job Descriptions

The Community Church of Sebastopol, United Church of Christ

March 19, 2018

LEADERSHIP COUNCIL OFFICER FOR FINANCES (TREASURER)

Accountability:

The Leadership Council Officer for Finances (Treasurer) is accountable to the Leadership Council and the Congregation as a whole.

General Purpose:

The Leadership Council is the elected governing body of the Church. The Council enables the congregation to fulfill its mission by providing effective leadership, financial oversight and strategic vision. The Council Officer for Finances shall be the chief financial officer of the Church, responsible for overseeing the financial management of the Church. The Council Officer for Finances, working in collaborative partnership with the Leadership Council and Church staff, shall facilitate, provide support and make accountable the effective functioning of the Finance Resource Area.

The Council Officer for Finances shall be an active or associate member of the Congregation, and shall be a full voting member of the Leadership Council.

Essential Responsibilities:

- Oversees the Finance Resource Area, providing support and accountability to its various entities.
- Coordinates with Lead Minister, Office Manager and Bookkeeper to assure that proper financial records are being kept and maintained, and that necessary reports are produced so that the Council has an accurate picture of the financial health of the Congregation.
- Conducts the business of the Church according to the Bylaws and other Church policies.
- Safeguards the assets of the Church to ensure adequate human, spiritual, facility and financial resources.
- Serves as ambassador to the community on behalf of the Congregation.

Required and/or Desired Knowledge, Skills & Interests:

- Commitment to attend a minimum of 10 yearly meetings.
- A willingness to function as a member of the Leadership Council team.
- Experience with, and willingness to learn about, Church governance.
- Training in, or willingness to develop, fundraising skills.
- Awareness of, or willingness to understand, Congregational systems.
- Capacity to maintain a wide perspective of Church life.
- Ability to maintain confidences, participate actively in meetings, and follow through on action items in between meetings.
- The willingness and skill to consider diverse points of view and to facilitate solutions that will best address the challenges of the Congregation.
- Excellent oral and written communications skills.
- The ability to interact with integrity and effectiveness in all situations when acting on behalf of the Church.