

Finance & Stewardship Committee

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FS-1

FINANCE & STEWARDSHIP PURPOSE & RESPONSIBILITIES

Purpose

To identify the financial and personal resources within the congregation, to supervise and manage the financial resources of the church, and to challenge the congregation to responsible stewardship of time, talent and treasure.

Responsibilities

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Plan, implement and engage the congregation with a year-round program of stewardship, including aspects of time, talent and treasure.
3. Develop and manage the annual Stewardship Campaign, striving to achieve a balanced annual budget.
4. Recommend to the Session an annual budget, and oversee the budget throughout the year.
5. Establish and maintain specific procedures for the flow of receipts and expenditures.
6. Supervise accounting of all church funds.
7. Oversee and analyze the church's current operating funds, investments, endowments, and restricted accounts, including the Memorial Fund, the Mission Fund, the Property Fund, and the Ruth Lamb Enrichment Series Fund.
8. Communicate with the congregation throughout the year as to the financial status of the church.
9. Acknowledge gifts to the Memorial Fund and the Legacy Funds on behalf of the session, and keep the congregation informed as to how the funds are used.
10. Acknowledge members of the Lannon Legacy Society who have made planned gifts to the church.
11. Recruit the chair of the Endowment Subcommittee, approve its membership, and oversee its activities.
12. Provide monthly operating budget report to the Session.
13. Advise and counsel the Session on any and all financial matters.
14. Provide a written annual report at the annual meeting of the congregation, including a pro-forma balance sheet.
15. Schedule an annual financial review of the cash accounts of the church and provide a report to the Session thereon.
16. Provide guidance and support to the Financial Administrator, and work with the Personnel Committee to provide for that person's annual review.
17. Maintain a job description for the church Treasurer(s) and coordinate with the Treasurer(s), who is/are accountable to the Session.
18. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.

MONTHLY AGENDA ITEMS

JANUARY

Appoint a vice-chair and secretary.

Acquaint committee with its Purpose and Responsibilities.

Acquaint committee with General Guidelines for All Standing Committees.

Acquaint committee with Responsibilities of Chairpersons and Committee Members.

Review budget for the year.

Review the committee's Annual Report of the previous year.

Review Annual Church Calendar.

Receive and analyze the monthly Financial Report and determine Session highlights.

Provide the Financial Administrator any assistance needed to complete the financial section of the General Assembly's Annual Statistical Report.

Establish annual goals and review any the Session has presented.

FEBRUARY

Receive and analyze the monthly Financial Report and determine Session highlights.

Confirm the payment of the Per Capita and the mailing of all W-2s.

MARCH

Receive and analyze the monthly Financial Report and determine Session highlights.

Review any feedback on budget from the Annual Meeting of the congregation.

Evaluate any Time and Talent Survey.

Discuss plan/ways to integrate members into the ministry and mission of the church.

APRIL

Receive and analyze the monthly Financial Report and determine Session highlights.

Review and analyze the church's accounting policies and procedures, seeking improvements.

Discuss appropriate ways to promote the Memorial Fund.

Make plans for Wills Emphasis Sunday in May. (Endowment Subcommittee)

MAY

Wills Emphasis Sunday.

Receive and analyze the monthly Financial Report and determine Session highlights.

Communicate an encouragement to the congregation to keep their pledges up-to-date through the summer.

Begin plans for approach to budget development.

Provide the Personnel Committee an annual review of the Financial Administrator.

Schedule the annual financial review of the cash accounts to be completed during the months of June, July, and August as required in G-3.0205c.

JUNE

Receive and analyze the monthly Financial Report and determine Session highlights.
Review committee responsibilities and evaluate effectiveness in fulfilling them.
Begin plans for the Stewardship Campaign (see previous year's evaluation).

AUGUST

Receive and analyze the monthly Financial Report and determine Session highlights.
Analyze the six-month financial situation of the church.
Finalize plans for the Stewardship Campaign.
Finalize plans for budget development.
Remind Session and its committees to submit budget requests in September.

SEPTEMBER

Receive and analyze the monthly Financial Report and determine Session highlights.
Remind Session and its committees to submit budget requests in September.
Completed financial review to be reviewed by committee and reported to the Session.

OCTOBER

Receive and analyze the monthly Financial Report and determine Session highlights.
Remind Session members to pledge.
Remind Financial Administrator to prepare Memorial Gifts bulletin insert for All Saints' Sunday (1st Sunday of November).

NOVEMBER

Receive and analyze the monthly Financial Report and determine Session highlights.
Analyze year to date and project total year income.
Begin Annual Report (refer to last year's report).
Finalize a tentative budget proposal for Session, preparing to address concerns and answer questions.

DECEMBER

Receive and analyze the monthly Financial Report and determine Session highlights.
Analyze year-to-date and project total year income.
Decide actions concerning outstanding financial commitments.
Evaluate the Stewardship Campaign.
Finalize final budget proposal to Session.
Finalize and submit Annual Report.
Prepare Guidepost article thanking pledgers and sharing the results of the campaign.

Financial Administrator

Purpose

To maintain accurate financial records and prepare all reports pertaining thereto at Guilford Park Presbyterian Church, Greensboro, North Carolina.

Accountability

Accountable to the Pastor as Head of Staff and the Session through the Personnel Committee.

Relationships

In contact with total membership, primarily with the staff, Finance & Stewardship Committee, and Session and committee leadership.

Qualifications

Good financial knowledge, organizational and computer skills with knowledge in Microsoft Office including Publisher, Word, Excel, and Outlook. Knowledge of basic accounting and bookkeeping procedures. Willingness to be trained and become proficient in use of computer software (ACS Financial and People Suite modules). Work collegially with professional staff, the Church Administrator, and the Preschool Director. Maintain confidentiality of member financial data.

Responsibilities

1. Maintain and update ACS Financial Suite module software data, including accounts receivable, accounts payable, member giving, and all other functions pertaining to the finances of the church, including the church Preschool. Maintain and update ACS People Suite module software for "Contributions" data, and assist Church Administrator as needed with other ACS People Suite data.
2. Perform all tasks listed in the Financial Administrator's Work Manual and keep the manual current with changes approved by the Pastor in consultation with the Finance and Stewardship Committee.
3. Maintain and update all payroll demographic data for the church and preschool staff. Keep current copies of staff payroll-related documents on file. semi-monthly record all payroll activity.
4. Monitor all accounts, transactions and fees and provide specific and general information, reports, and counsel to the Finance and Stewardship Committee, the Session, and the staff as directed.
5. Provide support to the annual stewardship campaign and quarterly contribution letters to members.
6. Fill in when the Church Administrator is absent, up to 40 hours per week, performing the responsibilities of position.
7. Assist the Church Administrator as needed and as time permits.
8. Keep the Pastor informed of work status so that decisions regarding workload and priorities can be made by the Pastor.
9. Attend staff meetings with the understanding that they will be scheduled at an appropriate time when attendance is possible.
10. Comply with Guilford Park Presbyterian Church's Policy on Ethics and Conduct as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.

Type

Part-time hourly position of approximately 12-15 hours per week, number of days dictated by workload.

Benefits

All standard benefits for a part-time hourly employee.

Evaluation

Performance reviews will be conducted annually by the Pastor and the Session's Personnel Committee with particular input from the Finance & Stewardship Committee. The Personnel Committee, in consultation with the Pastor, will review annually the adequacy of compensation.

Draft approved by Finance Committee 6/9/2015 to be presented to Session for approval on 6/21/2015.

Financial Administrator's Work Manual

Draft revised by the Finance Committee 6/9/2015 to be presented to Session for approval on 6/21/2015

Weekly – Maintain and update all accounting system data as follows:

1. Make changes to pledge records.
2. Open safe. Sort and open offering envelopes, checks, loose change and special offering documents.
Code for member family.
3. Enter all members giving data into ACS system and distribute according to member's directive.
Distribute income from other sources, such as AA, rentals, weddings, flowers, etc. appropriately.
4. Print and balance: proof listing, bank deposit slip and miscellaneous offering reports.
5. Prepare bank deposit including stamps and balancing.
6. Distribute copies of offering report to pastor, treasurer(s), and finance committee chair.
7. Deposit offering at bank.
8. Back up computer member giving data.
9. Maintain "returned check" files.
10. Enter all miscellaneous income data.
11. Make all journal entries as needed.
12. Maintain Chart of Accounts.
13. Print journal reports and post all data. File reports.
14. Back up accounting program.
15. Enter all payment requests into system after treasurer(s) has/have approved them.
16. Run check request proof lists and balances.
17. Print checks.
18. Print cash journal.
19. Enter all manual checks.
20. Post to accounting system.

21. Have checks signed.
22. Mail checks with appropriate back-up.
23. Maintain files for all check requests back-up and computer reports.
24. File for tax refund of sales tax paid.

Semimonthly

1. Perform payroll duties online.
2. File reports in payroll book.
3. Distribute pay stubs or checks.

Monthly

1. Reconcile bank statements.
2. Prepare journal entries for all accounts as needed.
3. Prepare journal entries for payroll.
4. Prepare journal entries for preschool.
5. Print monthly accounting reports: Activity Report, Session Reports, Preschool Report, and Committee Expense Reports. Distribute these reports.
6. Close the month.
7. Back up accounting system.
8. Attend as many Finance Committee meetings as possible.

Yearly

1. Prepare the Annual Statistical Report with assistance from the Church Administrator.
2. Prepare financial reports for the Annual Report.
3. Prepare Memorial Fund insert for All Saints' Sunday.

As Needed

1. Respond to member's questions regarding contributions.
2. Respond to committee of professional staff questions regarding spending or revenue.
3. Respond to Preschool Director's questions regarding spending or revenue.
4. Prepare and mail quarterly contribution statements to members.
5. Enter committee budgets.
6. Enter annual pledge data and print reports.
7. Work with the stewardship committee regarding annual pledges.
8. Print YTD reports for auditors.
9. Make sure all giving for the year has been entered by December 31st.
10. Close year on pledge system.
11. Close year on Accounting Systems.

12. Do journal entries for prepaid pledges.
13. Oversee the interaction with the church house renters.
14. Keep appropriate documents in the Church Manual current.
15. Keep this Work Manual current with changes approved by the Pastor in consultation with the Finance and Stewardship Committee.
16. Visit Bulk Mail Center located at Pleasant Ridge Road for mailing of quarterly statements of giving, stewardship campaign materials, etc.
17. Write cards to family members notifying them of the gifts to the Memorial Fund. This includes a card to non-members detailing gift. Members' gifts are captured and reported in the ACS system.
18. Submit outside reporting to the Presbytery when necessary, e.g. change in retirement contributions for Pastor, Associate Pastor, and other staff.

Treasurer(s)

Purpose

To provide oversight for the payment of all expenses of Guilford Park Presbyterian Church in consultation with the Finance & Stewardship Committee and Financial Administrator.

Type

Unpaid position elected by the Session annually upon recommendation of the Finance & Stewardship Committee. This position may be filled by more than one person, in which event they will serve as Co-Treasurers.

Accountability

Accountable to the Session through the Finance & Stewardship Committee.

Relationships

With the Finance & Stewardship Committee and its chair, Financial Administrator, other staff, Pastor, and committee chairs for the purpose of obtaining information and such counsel as may be needed and desired by the Treasurer(s).

Responsibilities

1. Assist the Financial Administrator and the Finance & Stewardship Committee, and the Preschool Director and Preschool Subcommittee in their oversight of the financial records of, respectively, the church and Preschool.
2. Review monthly the check register of the church and Preschool.
3. Review and approve check requests made by the chairs of Sessional Committees or the Pastor, as Head of Staff.
4. Periodically advise the Finance & Stewardship Committee of anything of import or interest after conducting the above reviews.
5. Conduct all responsibilities confidentially.
6. Assist the Finance & Stewardship Committee with its annual evaluation of the Treasurer's position.
7. Assist the committee with training the next Treasurer.

Needed Skills and Knowledge

General accounting procedures and confidentiality.

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The program or activity will be evaluated at least annually by the committee.

Approved by the Finance & Stewardship Committee and the Session: -2013

OFFERING COUNTERS

Purpose

To provide for the counting of the worship service offering.

Type

Unpaid position appointed by the Finance & Stewardship Committee.

Accountability

Accountable to the Finance & Stewardship Committee.

Relationships

With the Finance & Stewardship Committee and its chair and the Financial Administrator.

Responsibilities

1. Acquire the money bag from safe.
2. Record and list separately the designated funds, donor names and amounts.
3. Open envelopes and record the giving of all gifts in the appropriate account..
4. Count all money and balance each account and total amount.
5. Deposit money at the bank.
6. Conduct all responsibilities confidentially.
7. Assist the committee with evaluation.
8. Assist the committee with training any other Offering Counters the committee appoints.

Needed Skills and Knowledge

Business/adding machines, record keeping, confidentiality.

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The program or activity will be evaluated at least annually by the committee.

Draft revised by the Finance & Stewardship Committee 6/9/2015 to be presented to Session for approval on 6/21/2015.

CHECK SIGNERS

Judy Campbell

Bob Ewalt

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