
Budget and Finance Committee

Scope: Prepare and oversee an annual budget and make financial reports to the church.

Purpose:

To annually prepare a proposed budget including local expenses, education, missions, ministries, and benevolences. To submit the proposed budget to the Deacons for review and then to the church in a business session prior to the beginning of the fiscal year. To administer and supervise the adopted budget. To prepare and submit a budget analysis to the Deacons with recommendations. To maintain Financial Policies, Procedures, and Guidelines. To evaluate for and recommend investment strategies to the Church Treasurer.

Membership:

The Budget and Finance Committee shall be composed of six (6) persons nominated by the Nominating Committee and elected by the church for three-year rotating terms which begin in January annually. The Church Treasurer also serves as a regular member of this committee. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The committee chair serves as a member of the Church Council.

Duties:

1. Annually prepare a proposed budget for the church.
 - a. Solicit budget requests from and confer with staff, councils, committees, ministries, teams, and other entities on a time frame established by the committee.
 - b. Evaluate the financial ability of the church to sustain the proposed budget during and after consultation with the Stewardship Committee.
2. Submit proposed budget to the Deacons for review and/or support and/or recommendations for change.
3. The annual budget is prepared and presented to the Diaconate and church membership for review prior to presentation to the church for approval prior to or at the December church conference.
4. Administer and supervise the budget.
 - a. Conduct bi-monthly review of income and expenditures.
 - b. Review requested budget amendments before any amendments are presented to the Deacons and the church.

5. Monitor cash flow, cash management and investments, provide recommendations to the Church Treasurer.
6. Develop and maintain written guidelines on purchasing, budget, and financial responsibilities of the church.
7. Provide an income requirement forecast to the Stewardship Committee at least annually.
8. Meet as often as needed to accomplish the committee's purpose.
9. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
10. Provide a written report of deliberations, activities, and recommendations to the Church Council when requested.