

September 7, 2014

Church Treasurer
Pleasant Grove Baptist Church

JOB DESCRIPTION

GENERAL:

The Church Treasurer shall receive, record, and deposit all money related to the church's ministries.

SPECIFIC:

1. Responsible for all money/offerings to the church

- Receive all monies and things of value
- Itemize an account of all receipts on weekly teller sheet
- Deposit all monies in bank each Tuesday
- Post each contribution to church member records
- Maintain all contribution and membership records
- Prepare and distribute contribution reports to church members semi-annually
- Order, assign and distribute offering envelopes to church member annually
- Acknowledge all honorariums and memorial gifts
- Enter registrations for players and payment information for Upward Ministry sport participants
- Maintain in confidence all monies and items of value given to the church

2. Responsible for record keeping

- Maintain sign up/paid worksheets for all member paid church trips
- Create, publish and distribute weekly "Happenings"
- Maintain all church Sunday School attendance reports
- Compile and prepare Wednesday Night Super Reservation List
- Prepare new member packets
- Prepare and mail weekly visitor letters

3. Other responsibilities

- Secretary for Church Council – prepare agenda, prepare calendars for council members, take minutes of meetings, create church calendar
- Submit requests for use of facilities and fields to Church Council for approval, and upon approvals schedule reservations and collect deposits and fees
- Answer phones on Monday and Tuesday
- Assist with collecting mail daily
- Backup Financial Secretary and Church Secretary

4. Report directly to the Senior Pastor undertaking additional activities and special projects as assigned by Senior Pastor.

Employee Signature

Date

Personnel Committee Signature

Date