



Church Treasurer Roles and Responsibilities

Approved Nov. 2013

Summary: The Treasurer is responsible for collection and custody of all Church monies and provides reports to the Policy Board and Congregation of monies collected and where they are deposited. As a member of the Policy Board, the Treasurer fulfills Policy Board member responsibilities, and as an Officer, helps to create the conditions by which First Unitarian Church can live in its mission and covenant.

Organizational Relationship:

- Elected by Congregation
- Member of the Policy Board
- Attendee of Church Council as requested

Key Responsibilities:

- Works with Finance Committee, Church Administrator and President Elect to assemble the annual operating budget
- Monitors collection and deposit of monies by Church Administrator and Church Accountant
- Monitors cash flow of the operating account
- Monitors accounts of all monies collected and provides periodic statements to the Policy Board
- Provides a report to the congregation at the Annual Meeting
- Makes records of accounts available to members of the Policy Board on request
- Attends meetings of the Policy Board
- Attends Church Council meetings as requested
- As an Officer, may witness new members signatures
- Participates in the annual evaluation of the Church Administrator

Other: Previous church leadership strongly preferred

- Other experience with similar responsibilities required
- Facility with spreadsheets required
- Experience with Financial reports required or preferred

Key Relationships

- Finance Committee
- Church Officers and Policy Board members
- Stewardship Cluster and its coordinator
- Congregation
- Church Staff

- Minister(s)