

Elected Ministries

Description and Qualifications

Auditing Committee

To ensure Biblical stewardship and accountability of all financial resources used in the ministries and operations of the church. The committee reviews and audits the church's financial records.

- A. The committee meets in mid-January, before the annual church business meeting to review the prior year's complete financial records.
- B. The committee randomly samples various transactions executed in the previous year and audits the calculations and processing of the transactions.
- C. The committee reviews transactions and completes a final report, which is delivered at the annual business meetings. The auditing report should describe any accounting concerns, recommendations or approvals of the previous year's financial records.
- A. Three Committee members are elected by the congregation for a three-year term. Committee members are unable to serve two consecutive terms.
- B. The elected volunteers serve as equal members of the committee. Committee members are members of the church in good standing.
- C. Interested volunteers should submit their name to the Nomination Committee for consideration during the next scheduled annual elections.

Constitution Committee

The Constitution Committee maintains, reviews and recommends changes to the church constitution.

- A. The committee meets as needed to maintain, review or recommend changes to the constitution.
- B. Three members are elected by the congregation for a three year term. One member is selected as the chairperson.
- C. The committee meeting is lead by the chairperson who leads the discussion to review and discuss potential changes to the constitution.
- D. The committee may solicit outside input during the review process. The committee would recommend changes to the constitution to the Deacon Board/Pastoral Staff.
- E. Final changes to the constitution must be reviewed and approved by the church congregation.

Finance Committee

The Finance Committee records and processes the weekly church donations.

- A. Three members of the committee are assigned weekly responsibility to count, record and deposit donations to the church. Of these three members, a minimum of two must be present at all times.
- B. An annual meeting is conducted to assign teams and determine a chairman in January.
- C. Twelve members are elected by the congregation for a two year term. One member is selected as the chairperson.
- D. Based on a rotating schedule, established by the chairman, a minimum of two committee members will meet during each Sunday service to count, record and deposit the donations to the church.
- A. The Committee chairman is responsible for coordinating the purchase and distribution of donation envelopes to the congregation.
- B. The Committee chairman will distribute annual giving statements to each contributor.
- C. Weekly retrieve deposit bags and bank statements from the bank.
- D. Weekly ensure that ministries (e.g. AWANA) donations from the previous week are counted and deposited at the Bank of Elmwood.

Treasurer

The Treasurer records and pays expenses for the ministries and operations of the church. The Treasurer prepares related financial reports document the financial transactions and balances related to the church.

- A. The Treasurer reviews the Deacon approved invoices and reimbursements.
 - B. The Treasurer writes and records checks in the accounting system.
 - C. The Treasurer processes the weekly staff payroll and prepares monthly financial reports for the Deacon Board.
 - D. The Treasurer should attend the semi-annual and annual church business meetings.
 - E. A Deacon will liaise with the Treasurer to prepare annual and semi-annual budget review and reports.
 - F. The Treasurer is elected by the congregation for a two year term.
 - G. The Treasurer prepares the annual W2 for paid church staff as well as state tax forms.
- The Treasurer is not responsibility for tracking, processing or recording of donations to the church. These tasks are addressed through the Finance Committee.