

Shared Ministry Position Description: Financial Team Leader

Primary Purpose:

This position leads the Financial Team to ensure the financial health of the congregation, both in terms of generating income, anticipating expense, and advising. Leads team to establish short-term objectives and action plans that align with the long-term objectives determined by the Governing Body.

Responsibilities include:

- Attends Governing Body meetings to establish long-range plans that align with EUCC's vision and mission.
- Recruits and supports Financial Team members (3-5) for purposes of short-term planning.
- Leads the development of financial short-term objectives and action plans that are in alignment with Governing Body's long-term objectives.
- Manages the annual pledge drive and contributions.
- Collaborates with the other teams to develop the annual budget for EUCC and presents to the Governing Body for approval.
- Signs checks for bills after ensuring approval from staff and Governing Body.
- Ensures giving statements and year-end contribution reports are distributed to congregational members.
- Reviews expenses to budget reports for teams and financial statements with the Governing Body leader.
- Communicates with People Team to identify volunteer assets and opportunities, contacts referrals from the People Team, and provides an orientation to new team members.
- Assembles the team on a periodic basis to discuss progress toward goals and makes adjustments as necessary.
- Identifies and supports Ministry Circles to perform ongoing tasks for the successful operation of the church as well as enabling initiatives identified by the team.
- Periodically reviews all volunteers involved in Ministry Circles to ensure alignment of interests with assignments.
- Communicates and/or meets with the Ministry Circles on a periodic basis to discuss progress toward goals and relay relevant information from the team and Governing Body.
- Reports team status and progress to the Governing Body and the congregation.

Qualities:

- § Shows genuine interest and respect for volunteers.
- § Encourages discussion and is open to new ideas and new ways of looking at things.
- § Strives to make team member's experience as rewarding as possible.