

## **Stewardship and Finance**

### **Purpose:**

It shall be the duty of the Finance and Stewardship Committee to plan and conduct the Stewardship program throughout the year. This committee is responsible for the payment of all bills, and financial obligations.

### **Specific Tasks:**

1. Set the budget for the church based on reports submitted by each committee , pledges and endowments.
2. It shall be the duty of the Finance and Stewardship Committee to carry on Stewardship program throughout the year, and to plan and carry out the stewardship visitation. They are responsible financial obligations duly approved and provide and budget for the church.
3. The committee shall develop the budget for Session approval and monitor it during the course of the year. The budget shall annually be submitted to the Session for review and recommendation for approval in time for the Annual Meeting.
4. Communicate with Session through the Elder.
5. Provide a written report of activities to the congregation in time for inclusion in the Annual Report distributed in January of each year
6. Review monthly Session reports, operating budget, payroll, endowment funds, and other funds (memorials, etc.). Reconcile Bank statements for reports and funds.
7. Arrange for a Financial Audit of the church records every other year, beginning in 2019.

### **Composition of the Committee**

This committee shall be composed of no less than two (2) members. In addition, this committee will also have one (1) Elder and the Treasurer.

The pastor shall serve ex officio on this committee.