**Fairfield Glade Community Church**

**FINANCE COMMITTEE**

**Standing Operating Procedures**

TITLE: Fairfield Glade Community Church Finance Committee Standing Operating Procedures.

DATE APPROVED: March 8, 2018

MISSION STATEMENT: The mission of the Finance Committee is to support Fairfield Glade Community Church (FFGCC)and its members in formulating annual financial budgets, monitoring church finances, stewardship, and endowments and recommending appropriate financial, stewardship, and endowment policies and procedures.

MEMBERSHIP:The membership of the Finance Committee shall consist of three to five at large members, Church Treasurer and Assistant Treasurer, Church Financial Secretary and Assistant Financial Secretary, Stewardship Sub-Committee Chairperson, and Endowment Sub-Committee Chairperson. In addition, the Board President and Pastor serve as (Ex-Officio) members of the committee. The Board President also serves as the committee’s liaison to the Board. At large members will serve a three year term, but may request annual extensions from the Board. All other members will be replaced by their succesors. The committee will nominate new chairperson and new members for Board approval during October of each year.

MEETINGS: The Finance Committee will meet at 2 pm on the first Thursday of each month or at other times so designated by the chairperson.

REPORTS:

1. The Board Liaison to the Finance Committee will attend the meetings and report concerns and requests to or from the Board on financial, stewardship, or endowment matters.
2. The Treasurer’s budget reports will be submitted monthly to the Board President and committee members, and a one page budget synopsis will be submitted to the Administrative Assistant for inclusion in the Monthly Messenger.
3. A written summary of the meeting minutes is prepared and provided to the Board President, and Administrative Assistant prior to the monthly Board meetings.
4. Monthly and annual pledge income and status of annual pledging will be reported monthly to the Board President and committee members.
5. Revisions to this SOP will be reported to the Personnel Committee by 1 March of each year.
6. Annual proposed church budget will be reported to the Board by 15 September of each year.
7. An annual report on the activities of the committee during the year will be submitted to the Board President and the Church Administrative Assistant during December of each year, for inclusion in the Fairfield Glade Community Church Annual Report.
8. Annual audits of the church budget management, columbarium, men’s and womens fellowship, and parish life financial management will be conducted and submitted to the Administartive Assistant.

DUTIES:

1. The duties of the Finance Committee are:
   1. Receive annual budget requests from all committees and prepare proposed annual church budget and submit to the board by 15 September of each year.
   2. Provide the board approved annual budget to the congregation prior to the annual January congregational meeting designated for final budget approval.
   3. Monitor church budget, to include income and expenses, and make recommendations based on financial status, budget changes, and new funding requests.
   4. Schedule and train collection counters and ensure supplies are available for tabulating weekly contributions.
   5. Oversee stewardship and endowment sub-committee activities.
2. The duties of the members of the committee are:
   1. Chairperson:
      1. Manage, direct and lead the committee in accomplishing the mission and duties of the committee.
      2. Schedule the time and place for the committee meetings with an agenda, five days prior to the meeting.
      3. Notify the committee members and the Liaison of any changes to the date, time and place of all committee meetings, five days prior to the meeting.
      4. Facilitate the committee meetings under Roberts Rules of Order, open the meeting with prayer, review and approve the minutes of the last meeting, process the agenda, review actions and assignments, receive member input and issues for action, and schedule the next meeting as appropriate.
      5. Convene annual meetings during August with all committee chairpersons and other funding requesters to receive and finalize all budget requests prior to submitting annual budget proprosals to the board.
      6. Oversee the development and submission of the proposed Annual Church Budget and Annual Financial Report in a timely manner.
      7. Arrange for the preparation and the timely submission of reports and requests for information and products.
      8. Serve as a member of the Personnel Committee when agenda items of the Personnel Committee deal with employee financial matters.
   2. Committee Vice Chairperson:
      1. Actively participate and contribute in accomplishing the mission and duties of the committee.
      2. Perform all assigned tasks and duties of the chairperson during his/her absence.
   3. Committee Scribe:
      1. Actively participate and contribute in accomplishing the mission and duties of the Committee.
      2. Take appropriate notes during the committee meetings to prepare the committee minutes, to include where applicable the following elements:
         1. Attendance
         2. Opening date and time
         3. Approval of previous meeting minutes
         4. Unfinished and new business
         5. Assignments
         6. Next meeting date/time/place
         7. Adjournment date and time
      3. Publish the minutes, ensuring the confidentially of issues and individuals, and distribute the minutes to all committee members for comment and corrections within two days. Upon approval by the Chairperson, submit the minutes to the Board Liaison and Administrative Assistant two days prior to the meeting of the Board.
      4. Assist in the preparation and distribution of correspondence or reports by the committee.
   4. Committee Members:
      1. Actively participate and contribute in accomplishing the mission and duties of the committee.
      2. Accomplish all assigned tasks in a timely manner.
   5. Board Liaison:
      1. Actively participate and contribute in accomplishing the Mission Statement and Duties of the Committee.
      2. Attend all committee meetings
      3. Report any recommendations from the committee to the Board.
      4. Report actions/requests from the Board to the committee.
      5. Report on the minutes of the last committee meeting to the Board.
      6. Communicate to the committee, all actions, initiatives, and concerns of the Board and other church committees, as appropriate.
   6. Treasurer and Assistant Treasurer: See Addendum 1 for the duties and operating procedures of these offices.
   7. Financial Secretary and Assistant Financial Secretary: See Addendum 2 for the duties and operating procedures of the offices.
   8. Endowment Sub-Committee Chairperson: See Addendum 3 for the duties and operating procedures of this sub-committee.
   9. Stewardship Sub-Committee Chairperson: See Addendum 4 for the duties and operatinf procedures for this sub-committee.

COORDINATING REQUIREMENTS: The Finance Committee will coordinate with:

1. Board

2. All Committee Chairs

3. Office Administrative Assistant

4. Members of the Church

FUNDING: The Finance Committee does not require funding but does oversee the church budget and funding requests to the board.

SUB-COMMITTEES: The Finance Committee oversees the duties of the Endowmwnt and Stewardship Sub-Committees. See addendums 3 and 4.

EQUIPMENT: The Finance Committee does not have any accountable equipment at this time.

DISTRIBUTION: The following will receive a copy of the Fairfield Glade Community Church Finance Committee Standard Operating Procedures.

1. Board President
2. Church Administrative Assistant
3. Finance Committee Members
4. All Committee Chairpersons

ACKNOWLEDGEMENT:

Submitted by Dennis Flynn on February 13, 2018