**Role of the Financial Secretary**

The Financial Secretary’s primary role is the accounting of funds into and out of the church’s financial accounts, specifically the General Fund checking and savings accounts. The Financial Secretary may also be responsible for the accounting of funds in the Deacon’s Benevolence, or “Love Fund,” account as well as the Food Pantry account. (These latter accounts may have a designated overseer within the appropriate group/committee.) In addition to the accounting of funds, the Financial Secretary is also responsible for the timely processing and issuance of payments for goods and services received by the church. This includes, but is not limited to: payment of utility bills, payroll, and reimbursements.

The Financial Secretary is nominated and approved by the Consistory and serves for a one-year renewable term. The Financial Secretary need not be a member of the Consistory and should not concurrently serve as Treasurer.

**Role of the Church Treasurer**

The Treasurer’s primary role is the safeguarding of the financial assets of the church. This is completed through prayerful consideration and advisement of church financial policy as well as operational expenditures. The Treasurer also serves as the liaison between the Financial Secretary and the deacons/consistory. Financial decisions by church leadership (deacons and/or consistory) are protected, communicated and enforced by the Treasurer or his/her designee.

The Treasurer is a current deacon selected by her/his fellow deacons and serves as treasurer for a one-year renewable term. The Treasurer should not concurrently serve as Financial Secretary.

All requests for reimbursement of $100 or less, or requests for approval to spend $100 or less on behalf of the church (not including expenditures already approved in the budget or those involving accounts outside the General Fund, i.e. the *Love* and *Food Pantry funds*), shall be submitted to the Treasurer by the person making the request. The Treasurer has the authority to approve these requests at her/his own discretion. If the treasurer feels the request should be denied or she/he is uncertain of the matter or uncertain of the exact amount to approve, the decision shall then go to the deacons for discussion and final decision. If the amount is over $100, the request shall automatically go to the deacons; if over $500, to the consistory, and, again, this does not apply to already approved expenditures or those of accounts outside the General Fund.

**Coordination of the Financial Secretary and Treasurer**

The Treasurer and Financial Secretary shall communicate no less frequently than once per month regarding the status of the church financial accounts. This communication should minimally include a copy of the most recent monthly financial reports and statement of accounts. Additional communication should occur as needed to discuss requests for reimbursement of purchases, ambiguity of financial transactions, changes to service providers or bill payment methods, and other areas related to the financial well-being of the church. It is the responsibility of the Treasurer to make decisions and give direction appropriate to his/her position and responsibility within the church leadership. It is the responsibility of the Financial Secretary to see that these decisions and directions are complied with, in so far as he/she is able, within the scope of his/her responsibilities.

Role of the Food Pantry Fund Treasurer

New Hope Community Church

March 18, 2016

The Food Pantry Fund shall have as its treasurer a member of the food pantry executive team to oversee and manage the day-to-day finances of the food pantry, community supper, and other ministries directly related to and drawing money from the Food Pantry Fund bank account (such as expenditures related to Christmas food boxes, etc.).

* The Treasurer’s term shall be one-year, renewable. The Food Pantry Fund Treasurer need not be, but may be, the same person as the Treasurer of the church’s General Fund, and is appointed by the food pantry executive team.
* The Treasurer shall be an active part of the food pantry executive team and attend all meetings to increase communication with the team and keep them up to date on all money coming in and going out of the account. This includes informing the team’s “thank you” card writer when a donation comes in.
* The Treasurer shall be responsible for the checkbook of the Food Pantry Fund.
* The Treasurer shall be responsible for approving all purchases or reimbursements from the Food Pantry Fund bank account. All receipts, bills, invoices, etc. shall be submitted to the Treasurer to be looked over, approved, paid/reimbursed, and stored for record keeping.
* If the Treasurer thinks an expenditure request should be denied, or is unsure of the matter, the decision shall go to the food pantry executive team.
* All expenditures over $500 shall automatically go to the food pantry executive team for approval or denial.
* Travel expenses for trips to Feeding America in Grand Rapids from Oceana County on behalf of Food Pantry Fund ministries shall be paid out by the treasurer at $65 round trip to cover the drivers gas, as well as vehicle wear and tear. The driver need not have a gas receipt, but must have some written account/record of the trip submitted to the Treasurer for record keeping.
* Community Supper expenditures shall not exceed $150 for any one particular supper, unless otherwise approved by the Treasurer.

Approved by Consistory on April 12, 2016