06 — Board of Finance Member

Mayflower Church Position Description | ***06 — Board of Finance Member***

Governance Position

Role Summary

Purpose	Oversee all aspects of Church finances, ensuring faithful stewardship, transparency, and accountability in the management of financial resources.
Accountable To	Congregation
Term of Service	Ongoing while serving in constituent role; composed of Chairs of Boards of Elders (including Pastor), Deacons, and Trustees, the Church Treasurer, and the Financial Secretary; annual + as needed meetings; Chair and Secretary structure
Selection Process	Automatic membership by virtue of role (board chair, treasurer, or financial secretary)
Time Commitment	5-10 hours/year plus additional time for budget season

Qualifications

Must hold one of the constituent positions.

Key Responsibilities

- Prepare and present a proposed annual budget to the Church Members at the October biannual meeting; the budget will be an estimate of all expenses, identify the Board accountable for each budget item, and be approved by vote of the Membership

- Review major expenditures and track the status of the budgets and funds based on the report of the Church Treasurer
- Receive the report of the auditors and direct any corrective action needed to ensure that all Church financial transactions are accurate, transparent, and traceable
- Approve all non-budgeted expenditures less than $5,000
- Present any non-budgeted expenditure in excess of $5,000 to the congregation for approval; may authorize expenditures over $5,000 on an emergency basis with subsequent congregational affirmation at the next scheduled meeting

Training & Support

Church financial management resources, budget preparation guidance

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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