08 — Assistant Church Treasurer

*Mayflower Church Position Description | **08 — Assistant Church Treasurer***

Governance Position

Role Summary

Purpose	Support the Church Treasurer and ensure continuity of financial operations by assisting in or performing Treasurer duties as necessary.
Accountable To	Church Treasurer and Board of Finance
Term of Service	3 years
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	3-5 hours/month (more when covering for Treasurer)

Qualifications

Church Member in good standing; familiarity with bookkeeping helpful.

Key Responsibilities

- Assist in, or perform, the duties of the Church Treasurer as necessary
- Serve as backup for all Treasurer functions during absence or incapacity
- Maintain familiarity with all Treasurer duties, financial systems, and reporting requirements

Training & Support

Cross-training with Church Treasurer on all financial systems and procedures

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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.

Position Descriptions | Mayflower Church | April 2026

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