10 — Assistant Financial Secretary

*Mayflower Church Position Description | **10 — Assistant Financial Secretary***

Governance Position

Role Summary

Purpose	Support the Financial Secretary and ensure continuity by assisting in or performing Financial Secretary duties as necessary.
Accountable To	Financial Secretary and Board of Finance
Term of Service	3 years
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	2-4 hours/month (more when covering)

Qualifications

Church Member in good standing; attention to detail helpful.

Key Responsibilities

- Assist in, or perform, the duties of the Financial Secretary as necessary
- Serve as backup for all Financial Secretary functions
- Maintain familiarity with all Financial Secretary duties and systems

Training & Support

Cross-training with Financial Secretary on all recording systems and procedures

---

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

Revision #4
Created 2026-04-20 17:19:02 UTC by Anton Brown
Updated 2026-10-27 18:21:32 UTC by Anton Brown