

# Finance Committee Policy

---

## Policy:

The Finance Committee shall operate according to Article XI of the Church By-Laws and other financial responsibilities approved by the Board.

## Authority and Responsibilities:

- Review a draft of the annual proposed operating budget as presented by the Treasurer to confirm it is in alignment with the mission and vision of the congregation.
- Recruit and assist a team to conduct the annual stewardship campaign.
- Track pledge and other income against trends in previous years.
- Monitor the congregation's income, expenses, and pledge payments, and it makes regular reports to the board.
- Advise, monitor, and evaluate, as appropriate, any fundraising activities in the congregation.
- Recommend Property, Liability and other forms of insurance.
- Recommend Financial Policies and Procedures.
- Review Rental Policies.
- Provide an annual oral and written report at the Annual Meeting.
- Oversee all investments.
- Promote planned giving.

## Treasurer

The Board of Trustees Treasurer is a voting member of the Finance Committee.

## Members

The Moderator shall appoint a minimum of two members for a three-year term with approval of the Board. The total number of members and their total length of service shall be as defined in the By-Laws.

## Finance Committee Chair

The Finance Committee shall select its own chairperson. The Finance Committee Chair should have a minimum of one year experience as a member of the Finance Committee.

## Minister

The Minister is an ex-officio member of the Finance Committee.

## Meeting

The Finance Committee shall meet at least three times during the fiscal year.

## Quorum

Three members of the Finance Committee shall constitute a quorum.

## Decisions

Decisions of the Finance Committee will be by consensus. If consensus cannot be reached, the Finance Committee Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. Decisions taken by the Finance Committee will be communicated to the Board of Trustees by the Treasurer.

February 13, 2020