**Finance Committee Member**

The Finance Committee is elected by the members of the church at the Annual Meeting, and they are allowed to serve for up to six contiguous years. The Treasurer and Parish Board President are automatically members.

Per the church bylaws:

In addition to such duties as may be assigned to it by the Parish Board, the Finance Committee shall advise the Parish Board on matters relating to the generation of revenue, the expenditure of monies, and the investment of funds.

The Church shall have a separate Investment Fund or Funds (the “Funds”) to assure the long-range financial health of the Church, to help the Church manage and survive financial emergencies, and to fund capital needs and special projects that further the mission of the Church.  The Funds shall be governed by an Investment Fund Management Committee, appointed by the Finance Committee, which shall be responsible for the investment and distribution of the Funds, in accordance with Investment Guidelines established by the Finance Committee.

To these ends, the Finance Committee has the following responsibilities:

* Be the focused, prudent stewards of the financial resources and financial health of the church.
* Develop an initial annual budget for review, modification, and approval by the Parish Board.
* Review decisions that will impact the church's finances—such as staff compensation or substantial facilities updates—to present alternatives, lay out longer term impacts, and develop recommendations to the Parish Board.
* Work with the Investment Committee to review the performance and investment guidelines of the endowment.
* Report to the church membership on a wide range of financial activities—budgeting, spending, investments, loans, etc.
* Conduct longer-term, multi-year financial planning exercises to insure the financial health of the church.

The Finance Committee generally meets monthly for 60-90 minutes, although in some unusual circumstances more frequent meetings may be required. Members typically take on some finance-related responsibility outside these meetings, such as helping with fundraisers, or working with another committee as a liaison—e.g., the facilities or HR committees.

The chair of the Finance Committee establishes meeting agendas, runs the meetings, produces the Finance Committee section of the Annual Report, reports to the membership at the Annual Meeting, and is the general focal point within the church for finance-related issues.

Finance Committee members should be familiar with a broad array of church activities, be able to work collegially and collaboratively with other members, exercise prudent judgement, and be dedicated to the church. They should also have financial experience in one or more areas such as accounting, budgeting, financial planning, strategic planning, and investment management. Being handy with spreadsheets doesn’t hurt.