

Executive Board

Treasurer of the Congregation

Mission Statement: Trinity Evangelical Lutheran Church, a family of believers, shares the Gospel of Jesus Christ to nurture God's people and to reach out to bring others to Christ all to glorify God.

Description: The Treasurer of the Congregation is elected by the Trinity Voters. He serves as the chief financial officer of the congregation.

Qualifications:

- God has set forth the qualifications for church leaders in 1 Timothy 3:8-10, 12-13:
 - ◆ worthy of respect = has the confidence of the congregation
 - ◆ sincere = speaks truthfully
 - ◆ not indulging in much wine = uses alcohol in moderation; self-controlled
 - ◆ not pursuing dishonest gain = honest
 - ◆ keeps hold of deep truths of the faith = knowledgeable of the truths of God's Word
 - ◆ keeps hold with a clear conscience = believes the truth of God's Word
 - ◆ tested = sets a good example
 - ◆ nothing against him = good reputation
 - ◆ husband of one wife = morally upright
 - ◆ manages his children well = faithful father
 - ◆ manages his household well = faithful caretaker of his family
- Male member of Trinity Ev. Lutheran Church
- Solid understanding of accounting principals, state and federal filing requirements
- Attention to detail

Responsibilities:

1. Manage the finances of the congregation.
 - a. Reconcile monthly bank statements.
 - b. Review and sign all checks as prepared by the Bookkeeper.
 - c. Reconcile, review and track Transfer Fund expenses.
 - d. Prepare and submit quarterly and year payroll reporting to state and federal offices.
 - e. Review and approve W-2s for church staff as prepared by Bookkeeper.
2. Prepare financial reports and present them to the Coordinating Council and Voters' Assembly.
3. Work with the Administrative Pastor and the Executive Board committee to prepare the annual budget.
4. Attend and participate in all Endowment Committee meetings.

Time Commitment:

- 4 hours per month for bookkeeping and preparation of reports
- 4 hours per month for meetings (Coordinating Council and Executive Board)
- 4–6 hours per quarter related to Endowment Committee meetings and preparation
- 6–8 hours annually for budget preparation work
- 3-year term, with a limit of 2 consecutive terms (This term limit may be waived by the Voters.)

Relationships: The Treasurer of the Congregation works closely with the Executive Board members, Administrative Pastor, and the church Financial Team. He serves as an ex-officio member of the Endowment Committee. He serves on the Coordinating Council and is accountable to the Voters.

Training: Executive Board members are provided with training through the yearly board retreat and other ongoing leadership development opportunities.