

# Board of Family Ministry

---

## F.I.S.H. Bookkeeper

**Mission Statement:** The F.I.S.H. (Faith Is Strengthened Here) junior-high youth group of Trinity Evangelical Lutheran Church provides opportunity for seventh and eighth graders to participate in Bible study, fellowship activities, and service to our church and community, all to the glory of God.

**Description:** The F.I.S.H. Bookkeeper maintains financial records for the F.I.S.H. ministry.

**Qualifications:**

- Communicant member of Trinity Ev. Lutheran Church
- Responsible, dependable, and trustworthy
- Basic financial skills
- Organized and detail-oriented
- Completed and passed the online background screening process

**Responsibilities:**

1. Work with church financial team to keep track of F.I.S.H. expenses and income.
2. Communicate F.I.S.H. financial information to F.I.S.H. leadership team.
3. Collect monies for or from any special events (e.g., youth outings, fellowship supper free-will offerings). Submit deposits to the church financial team.
4. Arrange for payment of bills or reimbursement of expenses, as necessary. Submit vouchers to the church financial team.
5. Read and follow the Child Protection Policy.

**Time Commitment:**

- 1 – 2 hours per month
- 1-year commitment

**Relationships:** The F.I.S.H. Bookkeeper works closely with the F.I.S.H. leadership team and with the church financial team.

**Training:** Initially, the F.I.S.H. Bookkeeper will be trained by the F.I.S.H. Coordinator. In the future, the Bookkeeper will be trained by the outgoing Bookkeeper.