

Board of Trustees

Kitchen Ministry Treasurer

Mission Statement: The Kitchen Ministry exists to provide a clean, organized, pleasant, well-stocked working environment in which to prepare food in order to serve and encourage one another and glorify God.

Description: The Kitchen Treasurer maintains the financial records of the kitchen ministry.

Qualifications:

- Active member of Trinity Evangelical Lutheran Church
- Good organization and communication skills
- Basic bookkeeping skills

Responsibilities:

1. Provide an accounting for money in the Kitchen Fund.
 - a. Receive deposits from
 - 1) Kitchen rental fee,
 - 2) Funeral donations.
2. Collect receipts and write checks for kitchen expenses.
3. Present a written financial report to the Board of Trustees on semi-annual basis (June 30th, December 30th).

Time Commitment:

- 1 hour per month
- 1-year commitment, from January 1 – December 31

Relationships: The Kitchen Treasurer works with the Board of Trustees and the Kitchen Coordinator.

Training: The Kitchen Treasurer will be trained by the outgoing Kitchen Treasurer.