

Board of Family Ministry

Girl Pioneers, Boy Pioneers Bookkeeper

Girl Pioneers Mission Statement: As an organization founded to keep our girls “Loyal to Christ,” Lutheran Girl Pioneers (LGP) shall strive to develop in each member her potential for leadership through personal interaction skills with others and promote service to the Lord and to the world around her. This will be accomplished through worship, evangelism, education, citizenship and recreational activities, all centered in God’s word and consistent with the doctrine of the Wisconsin Evangelical Lutheran Synod.

Boy Pioneers Mission Statement: Boy Pioneers is a youth ministry that exists to reach out and nurture the young men and boys of Trinity. Boy Pioneers provides a rich opportunity for the boys to explore and experience the wonders of God’s creation, to strengthen Christian friendships, and to learn new skills for everyday life. All this is centered in God’s Word and consistent with the doctrine of the Wisconsin Evangelical Lutheran Synod.

Description: The Pioneers Bookkeeper is responsible for maintaining the finances of both the Girl and Boy Pioneers. The Bookkeeper also creates and maintains registration files for Pioneers participants.

Qualifications:

- Communicant member of Trinity Ev. Lutheran Church
- Responsible, dependable, and trustworthy
- Basic financial skills (able to read bank statements and balance checkbook)
- Computer literate
- Organized and detail-oriented
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Finances
 - a. Write checks for Girl Pioneers and Boy Pioneers expenses and deliver/mail to appropriate individuals or organizations.
 - b. Deposit monies received into Girl Pioneers and Boy Pioneers bank accounts.
 - c. Maintain accurate and organized records of deposits and withdrawals (check register, bank statements, expense receipts, invoices, etc.).
 - d. Balance Girl Pioneers and Boy Pioneers bank accounts once a month, according to bank statements and account records.
 - e. Report account balances to the Girl Pioneers and Boy Pioneers leadership teams, as requested.
3. Administrative Records
 - a. Create and maintain registration files for Girl Pioneers and Boy Pioneers participants.
 - b. Send pertinent registration information to local and national Girl Pioneers and Boy Pioneers organizations.
4. Meetings
 - a. Attend bi-annual planning meetings of the Girl Pioneers and Boy Pioneers leadership teams.
 - b. Provide pertinent financial and registration information to Girl Pioneers and Boy Pioneers leadership team.

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Time Commitment:

- 2 hours per month
- 1-year term, from July through June; may serve successive terms, at the discretion of the Board of Family and the Girl Pioneers and Boy Pioneers leadership teams

Relationships: The Pioneers Bookkeeper works closely with and is responsible to the Girl Pioneers and Boy Pioneers leadership teams. The Bookkeeper communicates details of Girl Pioneers and Boy Pioneers financial and administrative records to the leadership teams on request.

Training: The Pioneers Bookkeeper is trained by the outgoing Bookkeeper. The Bookkeeper may participate in further leadership training, as available.