

# Board of Adult Spiritual Growth

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## Women's Ministry Treasurer

**Mission Statement:** The Trinity Evangelical Lutheran Church Women's Ministry, rooted in Christ, emphasizes women ministering to women, for the purpose of equipping and encouraging women so they can evangelize in their homes, in the church, in the community and around the world.

**Description:** The Women's Ministry Treasurer manages all financial matters for the Women's Ministry Team.

**Qualifications:**

- Spiritually mature, active female member of Trinity Ev. Lutheran church
- Faithful, available, and teachable
- Good relational skills and the ability to work with a wide variety of people
- Administrative experience
- Organized
- Good financial record keeping skills
- Dependable and flexible

**Responsibilities:**

1. Finances
  - a. Write checks for Women's Ministry expenses and deliver/mail to appropriate individuals or organizations.
  - b. Deposit monies received into Women's Ministry bank accounts.
  - c. Maintain accurate and organized records of deposits and withdrawals (check register, bank statements, expense receipts, invoices, etc.).
  - d. Balance Women's Ministry bank accounts once a month, according to bank statements and account records.
  - e. Submit a written financial report to the Women's Ministry team at their monthly meeting and see that it is forwarded to the Board of Adult Spiritual Growth.
2. Oversee Women's Ministry registrations and ordering of materials.
3. Attend Women's Ministry team monthly meetings. Contribute to discussions and work with dedication to accomplish all team goals.
4. Perform individual tasks as assigned by the Women's Ministry team, for the furthering of team goals.

**Time Commitment:**

- 4 hours per month
- Minimum 1-year commitment

**Relationships:** The Women's Ministry Treasurer works with the Women's Ministry Team Coordinator and serves on the Women's Ministry team.

**Training:** The Women's Ministry Treasurer will be trained by the outgoing Treasurer.