

Position Description for Financial Secretary

1. Shall pick up offerings each Sunday or for any special church services.
2. Shall count the offerings with another person approved by the session.
3. Responsible for making deposits of funds into correct accounts and reporting to the treasurer.
4. Responsible for keeping individual member pledge records on a weekly, monthly, quarterly and annual basis.
5. Responsible for ordering pledge envelopes and other paper supplies as needed.
6. Responsible for finding someone to collect the offering if he/she is unable to attend service.
7. Responsible for acknowledging memorial contributions to people who are not members of the church.

Selection

1. The session will seek a willing person to volunteer to act as financial secretary to be approved at the annual congregational meeting for a term of 3 years.

revised February 2014
amended October 2014