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## Position Description: Congregation Council Treasurer

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### RESPONSIBILITIES:

- In addition to the Roles and Responsibilities of the Congregation Council Member, the duties of the Treasurer shall include but not be limited to, the following:
  - Serve on the Congregation Council
  - Serve as a member of the Executive Committee
  - Serve as a member of the Finance Committee
  - Set tone of integrity, transparency and open communication
  - Manage the Council's review of and actions related to the Council's financial responsibilities
  - Ensure that staff publishes appropriate non-financial and financial reports to the Council and Congregation on a timely basis
  - Attend the Annual Meeting and present the annual budget and financial position to the Congregation for approval
  - Help coordinate independent and internal audits are performed and issues addressed (aside: responsibility of Council)

### Opportunities/Benefits:

- Grow in knowledge of the programs and goals of the congregation
- Share and/or develop leadership skills
- Serve as example by participating in the life and mission of the congregation

### Gifts Shared:

- Leadership
- Goal setting
- Visioning
- Financial knowledge

### Time Commitment:

- Monthly Council meetings
- Monthly Finance Committee meetings
- Monthly Executive Committee meetings
- Council planning meetings
- Council Retreats
- Additional time as needed to complete responsibilities

### Training And Support:

- Council orientation
- Executive Committee orientation
- Annual leadership retreat
- Saint Paul Area Synod Training Event
- Congregation Council Officers and other Members

### Accountability:

- Congregation
- Congregation Council
- Lead Pastor
- Policy Committees
- Non-Policy Committees, CTK Ministry Teams, Task Forces, Groups, etc.