

# Gilmore Park United Church

## MINISTER'S POLICY 300M – FINANCE TEAM

Date: March, 2006

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The Finance Team is responsible for:

1. Assisting the MINISTER in achievement of COUNCIL's Ministry Policies through sound management of the CONGREGATION's financial affairs and clear and accurate record-keeping. Specifically, the Finance Team's duties, in accordance with Section 166 and 245(b) of the MANUAL of the United Church, include:
  - a. Assisting in securing financial contributions from the CONGREGATION through
    - i. Support for discipleship and spiritual growth
    - ii. Stewardship education
    - iii. Encouragement of Pre-Authorized-Remittance program
    - iv. Encouragement of proportional giving
2. Disbursement of the money received for the above purposes, in accordance with the MANUAL Section 166 (a) and (b) in the following priority order:
  - a. The remuneration of the MINISTER and any other Ministry Personnel.
  - b. The assessments payable to the pension fund and the group insurance plan
  - c. The salaries of others on the MINISTRY TEAM and other staff.
  - d. The assessment to meet Presbytery and Conference expenses
  - e. The current expenses of the CONGREGATION.
3. The Finance Team shall ensure that the MINISTER is in compliance with COUNCIL Executive Limitation policies 300-A, 340, 350, 351 and 360.
4. The Finance Team will regularly review COUNCIL Ministry Policy (100) and Executive Limitation Policies 340, 350, 351 and 360 to ensure that both the Team and the MINISTER are in compliance.
  - a. Such policy review will be clearly noted in the Minutes.
5. The Finance Team shall ensure that all MINISTER monitoring reports to COUNCIL regarding Policies 340, 350, 351 and 360 are true and accurate, and shall transmit these reports directly to the COUNCIL.
6. The Finance Team shall educate itself on the theology of stewardship and shall incorporate theological reflection into its decision-making process.
7. The Finance Team shall meet monthly and keep clear and accurate minutes.

8. The Finance Team's deliberations are confidential. Financial Statements, Minutes and any other record of proceedings will be considered public information and will be made accessible to the CONGREGATION.
  - a. The Finance Team shall make a brief, informative and interesting report in the Congregational newsletter, when asked, as to its decisions and actions, and the Financial Condition of the CONGREGATION.
9. The Finance Team shall appoint a Treasurer for the congregation according to the MANUAL. The Treasurer shall not act independently of the Finance Team.
10. The Finance Team shall supervise the record-keeping and other actions related to finance, of the Church Administrator, Auditors and Treasurer.
  - a. Any concerns about the Administrator's record-keeping shall be directed to the Administrator. If the issue is not solved, the Finance Team may then take further action involving the M&P committee
    - i. The COUNCIL's Conflict Resolution Policy shall be followed in cases of conflict.
11. Any concerns about the conduct of the MINISTER, in relation to the Finance Team, or any financial matters, may be communicated (in writing) to the COUNCIL.
  - a. Any concerns that one member of the team may have about the decisions or actions of the team shall be directed (in writing) to the COUNCIL.
12. The Finance Team shall receive and process requests from the Ministry Group for funding from the "New Ministry Initiatives" fund.
  - a. The Finance Team has no authority over the Ministry Group in discerning which ministries shall receive such funding.
13. All members of the Finance Team shall be authorized signing authorities for the purposes of banking for the CONGREGATION.
  - a. The Treasurer shall authorize all cheque requisitions before cheques are signed.
  - b. The Treasurer is authorized to sign contracts on behalf of the congregation
    - i. No contract over \$5,000 shall be signed without a duly minuted resolution of the Finance Team.
14. The FT will carry out its work with a proactive regard for diversity of views and opinions among its membership while recognizing that its authority is corporate, represented by "speaking with one voice".
  - a. discussion will encourage diverse points of view to be expressed.
  - b. The FT will speak with "one voice" taking care not to present conflicting messages regarding its decisions to the CONGREGATION and BENEFICIARIES.
  - c. FT members will exercise discipline by not misrepresenting the decisions of the FT to the CONGREGATION or BENEFICIARIES and the general public.