

C13.07.E13 The **Stewardship and Finance Ministry Team** is composed of interested volunteers from the congregation, the Treasurer, and the Financial Secretary.

In addition to the common duties listed in section C13.07.01 of the bylaws, the Stewardship and Finance Ministry Team shall:

- a. Help all members of the congregation to live more joyful and purposeful lives by acknowledging everything as a gift from God and by serving as good stewards of God's good gifts.
- b. Encourage members to share generously of their time, talents, and treasure for service in the church and for ministries beyond the congregation.
- c. Develop and maintain an inventory of skills, experience, and interests of individual members in order to enlist as many members as possible in the work of the church.
- d. Provide an annual opportunity for members to make a faith commitment of monetary support to the congregation.
- e. Prepare an annual congregational budget for presentation to the Council and to the congregational meeting.
- f. Keep the Council and the congregation informed of the financial status of the congregation.
- g. Adopt policies and procedures to ensure the financial integrity of all congregational resources.
- h. Coordinate and oversee the counting and depositing of all offerings and other monies received.
- i. Establish and monitor a system for payment of all budgeted or authorized expenditures.
- j. Ensure the prompt relaying of all benevolence gifts to the proper recipients.
- k. Encourage memorial and legacy gifts to the mission of the congregation and ensure that the designated purposes of those gifts are honored.
- l. Make recommendations to the Council concerning adequate insurance coverage for the congregation.
- m. In coordination with the Property Ministry Team, review and when necessary negotiate contracts for real property, property rentals, and equipment leases or acquisitions, and recommend such agreements to the Council.
- n. Assist the Personnel Ministry Team in recommending periodic adjustments to salary and benefits for the pastor(s) and paid staff.