

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Church Treasurer

Group: 2 Workforce (Child/Adult): None

Volunteer Role Outline

Role information: To be responsible to the Church Council for all financial income, for its proper use or transmission, as directed. Pay the Circuit Assessment.

Location: Local Church

Responsible to: The Church Council.

Eligibility: A confirmed member of The Methodist Church

Commitment: To devote as much time as is required to ensure the fiscal propriety of the Local Church and its community.

Key volunteer activities

- Receive and account for the offerings at Sunday services, and other services where appropriate.
- Pay bills, such as light, heat, insurance, and general running expenses.
- Make your Church's contribution, at least quarterly via the Circuit Treasurer, to Circuit expenses such as: ministers' stipend and allowances; the agreed contribution to the Comprehensive Assessment; and contributions to Connexional funds, such as Child Care, or World Development.
- When necessary submit grant applications via the Circuit Leadership Team, e.g. to the District Grant Committee
- Ensure all the Church organisations submit their accounts to you for annual audit.
- Maintain accurate Church Accounts, along with Trust and Investment Accounts when appropriate, and submit these for annual audit.

To convene and oversee the Finance Task Group in your Church

- Oversee and support the work of other members of this Finance Group, such as the Gift Aid and Freewill Offering Secretaries.
- Report financial recommendations and other decisions of the Finance Group to the Church Council. As the Finance Group, together you will do the following-
- Agree financial recommendations to ensure the smooth running of your Church.
- Plan and prepare an annual budget for the Church, where appropriate
- Prepare grant applications for approval by the Circuit Council.
- Contribute to the growth in discipleship of members of the congregation by helping them to understand that offering our money is part of our offering of ourselves to God.
- Ensure that the congregation is kept informed of financial decisions and recommendations on a

regular basis; so they can understand that their contributions are crucial to God's work through the Church.

- Work to cultivate and encourage the Biblical principle of tithing among the congregation.

Personal Skills

- A good understanding of charity financial regulations and requirements
- Good interpersonal skills
- An ability to prepare formal accounts

Boundaries

- The Treasurer is not responsible for the decision making on how money is raised or spent.
- Provide the Superintendent Minister copies of Bank Statements or other financial details as and when requested.

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

Training and support provided

- Volunteers are supported by the Minister and Church Council
- Volunteers may be required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
- Out of office expenses can be applied for.

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS:

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with GDPR