

Unitarian Universalist Church of Muncie
Finance Committee Member
Job Description

Basic Mission

The Finance Committee is responsible for two main functions within the church operation. The first function is the administration and coordination of fund-raising activities throughout the church fiscal year. The second function is the preparation of the annual church budget for the presentation to the congregation at the May congregational meeting. Members of the committee work together and with the church treasurer to complete these functions and maintain the financial well-being of the congregation.

Main Tasks

1. Attend monthly Finance Committee meetings.
2. Assist in planning, coordinating and implementing of fund-raising activities throughout the church fiscal year.
3. Assist in obtaining budget proposals from committee chairpersons.
4. Assist in preparing the annual church budget for proposal at the May meeting.

Schedules & Time Commitments

The Finance Committee typically meets once each month for approximately one hour. The schedule of these meetings is at the convenience of the members of the committee and is coordinated by the chairperson. Additional time commitments as a member will include participation in the various fund-raising activities planned by the committee throughout the church fiscal year.

Preferred Qualifications

Desirable persons for Finance Committee Members include an interest in fund-raising and management of financial resources. Previous experience in the preparation and understanding of basic financial statements is useful, but not required.

Compensations & Rewards

A Finance Committee Member will enjoy the satisfaction of maintaining the fiscal health and responsibility of the congregation, ensuring its continued service to its members, friends and community at large. This will leave the member with a great sense of service in maintaining the fiscal health of the congregation and its vitality now and into the future.