

## **FINANCIAL SECRETARY POSITION – CARO UNITED METHODIST CHURCH**

The Financial Secretary of Caro United Methodist Church's (CUMC) overall responsibility is recording/documenting, counting, and maintaining the confidentiality of all giving/financial contributions to the church. CUMC utilizes software in Church Plus to complete the recording/documenting of all giving. The position receives direction from the Pastor-Parish Committee in consultation with the Finance Committee.

The Financial Secretary works collaboratively with Giving Counters (person assisting Financial Secretary each week counting weekly giving), Treasurer and other church team members. The incumbent should possess a positive, servant approach to their responsibilities and be able to work independently. Must possess basic computer and math skills. Must be available weekly to complete recording of each Sunday service giving.

Following is a general description of the work requirement necessary to fulfill the position responsibilities:

### 1. WEEKLY TASKS

- a. Each Monday collect deposit bank bag(s) from the bank.
- b. Check safe for any giving deposits.
- c. With Money Counter, open bank bag(s). Unlocked bank bag(s) returned to storage cabinet.
- d. Give Giving Contribution envelopes to Money Counter to open.
- e. Separate "noisy offerings" from General Church Budget giving and count separately (should be bank bagged separately)
- f. On worksheet, write how much in plate offering (loose cash), Sunday School offering and any special offerings.
- g. Memorial Gifts – record name of person memorial gifts being made to and the name(s) of each donor and address if provided. Keep a copy and provide a copy to the Memorial Committee member designee. Complete deposit slip.
- h. Good Samaritan Fund – Document each gift/name of giver and provide information to Good Samaritan Fund Committee designee. Complete deposit slip.
- i. The weekly count is considered completed when all giving/contributions have been counted and balanced against worksheets/deposit slip(s)/software program.
- j. Giving is now ready for deposit. Deposits should be made immediately upon departing the church to the bank.
- k. Complete weekly Giving Contribution Reports and distribute to Treasurer, Finance Chair, Pastor, and other indicated people depending upon giving that week (ie, if there was Good Samaritan Fund income, copy that committee designee).

2. MONTHLY TASKS

- a. Provide report of just completed monthly giving for Finance Committee meeting and Church Council meeting.
- b. Identify any significant changes in giving (i.e., a giving unit notification of a significant change in pledged giving, and increase/decrease in giving due to new membership, death of a member, or giving unit no longer attending).

3. QUARTERLY/YEARLY TASKS

- a. Produce Quarterly Giving Statements for all giving units. Check with Pastor to see if he/she would like to include any message along with giving statement. Place in sealed envelopes. Distribute in church mailboxes. After 2 week's (or Sunday's) have passed if notice envelopes still in church mailboxes, pull those remaining and mail to giving unit. Statements should be delivered as soon as possible, but no later than the end of the month following the end of the quarter being distributed.
- b. Year End Statements – a composite yearly statement of giving should be provided to each giving unit on or before the last day of January of the year immediately following the yearly statement of giving.
- c. Record all pledge card information after fall Stewardship Campaign. Compile report of all pledged giving comparing against previous year giving. Note any patterns or anomalies. Provide written report to Finance Committee for next year's budget planning.
- d. Order next year's Giving Envelopes in late summer/early fall each year. Verify number needed with Finance Committee.

NOTE: This document is intended to provide a basic description of the position and the general tasks required to successfully complete the requirements of the position. Some of the processes identified will change over time due to other systems changing. Being flexible and possessing the ability to change is considered a positive attribute.