



## **Church Treasurer Roles & Responsibilities**

**Purpose:** The Church Treasurer shall function as the overseer of all financial transactions of the church.

### **Qualifications:**

1. Shall have a clear testimony of salvation and a consistent walk with the Lord.
2. Shall embrace the doctrine and experience of being filled with the Holy Spirit.
3. Shall demonstrate the Fruits of the Spirit in daily living.
4. Shall be in agreement with the doctrines and teachings of the Lancaster Alliance Church.
5. Shall be supportive of the Pastor Leadership Team.
6. Shall regularly attend the public services of the Lancaster Alliance Church.
7. Shall be willing to participate in regular leadership training events.
8. Shall demonstrate a keen interest in financial documentation and money management.
9. Shall be elected by the congregation and shall serve as a Governing Elder.

### **Function:**

1. Shall attend the monthly leadership team meeting.
2. Shall record written reports of all CLT meeting.
3. Shall oversee the communication of information to appropriate persons or congregation as a whole.
4. Upon leaving this position, all records and church documentation will be submitted to the new treasurer.
5. Shall be able to maintain a high degree of confidentiality when dealing with church matters.
6. Shall be willing to engage in active leadership of the church ministries.
7. Shall prepare a monthly financial statement for public distribution.
8. Shall be a member of the Church Budget/Financial Committee as an ex-officio member.
9. Shall prepare an annual budget for submission to the CLT in conjunction with appointed budget committee.
10. Shall oversee the general bookkeeping procedures used for daily church financial commitments.
11. Shall oversee the financial projections for giving and use for the development of church ministries.

### **Amenability:**

1. The Church Treasurer shall be amendable to the CLT as a whole and the chairman of the CLT.
2. The Church Treasurer shall serve a three-year term.

2/2007; 6/2015