

Spring Creek United Church of Christ Ministry Areas of Responsibility

Finance and Personnel Ministries were combined by Congregational Approval on June 27, 2021

FINANCE & PERSONNEL MINISTRY

FINANCE: This part of the ministry has overall responsibility for the collection and disbursement of all funds required to operate the church and support the church's activities. This includes the collection and use of regular contributions, special gifts, memorial gifts, and endowments.

A. Composition:

1. The Treasurer, Financial Secretary, and Moderator-elect shall be members.
2. The Finance Ministry Leader and at least one other member of the church shall be members.

B. Specific Responsibilities: Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To monitor the financial health of the church, advise the Council of current or future financial challenges, and recommend actions to address them, consistent with the Mission of the church.
2. To direct the Treasurer in the disbursement of church funds.
3. To recommend to the Council the uses of funds given as memorial when the uses have not been designated by the giver or family of the one remembered; and when the designated uses are not previously approved ones, recommend to the giver, the family, and the Council alternative uses. In regard to scholarships, work cooperatively with the Education Ministry to disperse those funds.
4. To receive and evaluate reports of giving from the Financial Secretary.
5. To provide monthly written reports of income and expenses to the Council.
6. To provide fiscal year end written reports for the Annual Congregational Meeting.
7. To receive and evaluate funding requests from the Ministry Leaders, Officers, and Pastor.
8. To plan and propose an annual appeal for financial pledges to be led by the Council and Pastor.
9. To prepare an annual operating budget based on requests for funding, pledges of member support, and other anticipated income; present the budget for Council consideration; and once approved by the Council, present it for adoption by the Annual Meeting of the Congregation.
10. To insure all reasonable means are employed to avoid a deficit budget.
11. To prepare for the Council a strategic financial plan, including both operational and capital needs, to be presented for approval by the Congregation and updated annually.
12. To prepare for the Council a program to promote major gifts and bequests to the Capital Reserve Fund and the Enrichment Fund.
13. To participate in an audit of the financial records prior to the Annual Meeting.

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C. Capital Reserve Fund.

1. The Capital Reserve Fund is to receive all endowments and gifts specifically designated for it or for the longer-term capital needs of the church.
2. The Finance Ministry shall:
 - a) Be responsible for the investment of the Reserve Fund. This includes, if deemed necessary, selecting and supervising an investment advisor or trustee whose responsibility is the day-to-day management of the funds.
 - b) Recommended guidelines for the usage of the Reserve Fund for review and approval by the Council and then at the Annual Congregational Meeting.
 - c) Maintain on file in the church office the investment strategy for the Reserve Fund as approved the Council and subsequently by vote of a Congregational Meeting.
3. Spending of any of the principal or changes in the investment strategy for the Capital Reserve Fund shall require approval by two thirds of the members present and voting at a Congregational Meeting duly called for that purpose.

D. Enrichment Fund.

1. The Enrichment Fund is to receive all estate gifts to the church not designated for the Capital Reserve Fund or for some other specific purpose. This fund will be used for the "enrichment" of the church, including its programs, facilities, and any other uses deemed worthy by the Council or by vote of the Congregation.
2. The Finance Ministry shall:
 - a) Be responsible for the investment of the Enrichment Fund, including selection and supervision of an investment advisor or trustee for the day-to-day management of the fund.
 - b) Recommend guidelines for usage of the Enrichment Fund for review and approval at the Annual Congregational Meeting.
 - c) Review proposed uses of the Enrichment Fund that may be spent at Council discretion, up to a maximum of \$25,000 per year; as well as uses in excess of \$25,000 by approval of a simple majority (51%) of members present at a duly called Congregational Meeting.

PERSONNEL: This part of the ministry is responsible for facilitating faithful and effective personal and professional relationships between the paid personnel of the church and its members. In doing so, the ministry shall work closely with the Communication Ministry, with the Moderators, and with the Pastor as staff leader.

Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. With the Communication Ministry, to provide opportunities for members to experience personal, face-to-face communication with the Pastor and other church staff regarding their relationships and our Mission.

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2. To develop and maintain current job descriptions for all paid personnel, assuring that descriptions for Pastors are consistent with the Call (initial contract) extended to each. Review descriptions annually.
3. To develop and monitor the application of an employee benefits policy for all paid personnel that includes vacation, holidays, other paid and unpaid leave, work schedules, and other benefits as may be appropriate. Maintain a record of all benefits. Submit personnel policies for the required approval of the Council.
4. To make annual compensation recommendations to the Finance Ministry for all paid personnel.
5. To conduct annual performance reviews that recognize the cooperative nature of ministry, both lay and ordained, of all paid personnel. Keep records of reviews and report outcomes to the Council.
6. To maintain good communication with the Committee on Ministry of the Prairie Association of the UCC in regard to any Authorized Ministers among the paid personnel of the church. See the counsel of the Association Minister in matters regarding Authorized Ministers, whenever that is appropriate, and specifically in the instance of conflict between the congregation and an Authorized Minister.
7. To advise the Council regarding changes to the personnel of the church, including the creation of new positions, engagement of new persons, discipline of personnel, and dismissal of personnel; and to arrange for exit interviews for all departing staff members.
8. To facilitate management of any conflict between paid personnel or between paid personnel and members.
9. During an absence of the Pastor of more than one week, to arrange for pastoral care and other services, to be coordinated with the Finance and Worship Ministries, and subject to approval of the Council.

— *end of Finance & Personnel Ministry Responsibilities (3 pages)* —

The Finance Ministry and the Personnel Ministry were combined to form the Finance & Personnel Ministry on June 27, 2021 by congregational vote at the Annual Meeting.