

# **POSITION DESCRIPTION**

**SAINT THOMAS OF CANTERBURY EPISCOPAL CHURCH  
TEMECULA, CALIFORNIA**

**FINANCE COMMITTEE MEMBER**

**Created: 2013**

## **SUMMARY**

The major purpose of a Finance Committee Member is to provide fiscal monitoring of the budget of Saint Thomas of Canterbury Episcopal Church. Responsibilities include assisting in preparing the budget for the Church, the Pre-school and the Thrift Shop and analyzing the performance of each entity to its budget. The FCM's do not have the authority to place funds or approve expenditures; that authority rests entirely with the Bishop's Committee. Also, the Finance Committee Member is responsible for modeling active participation in church activities, including Christian education.

## **DUTIES**

- Assists in preparing the budget for the Church, the Pre-school and the Thrift Shop.
- Monitors the budget for each of these three units.
- Attends and participates in all regularly scheduled (second Thursday of every month, except July and August, unless called) and called Finance Committee Meetings, and any special meetings of church leadership.
- Reviews the Treasurer's Report and financial statements of all accounts in the budget for the Church, the Pre-school and the Thrift Shop.
- Discusses whether the income is in keeping up with church expenses.
- Advises the Bishop's Committee when income and/or expenses are significantly different than expected.
- Regularly attends church worship services and other church functions.
- Participates in regular, ongoing Christian education, including a

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### **Saint Thomas of Canterbury Episcopal Church**

#### **Bishop's Committee Member**

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scheduled Saint Thomas of Canterbury program (e. g., Bible Study, Anglican Studies, Benedictine Way) or a personalized, individual program (approved by the Vicar).

#### **MINIMUM QUALIFICATIONS**

The members of the Finance Committees are appointed by the Vicar. Each is an adult, confirmed, communicant in good standing of Saint Thomas of Canterbury Episcopal Church who, for at least the previous six months, has been faithful in corporate worship and has been faithful in working, praying and giving for the spread of the kingdom of God.