

## St. Ninian's Church

### Responsible Ministry: Screening in Faith

#### Treasurer \* Ministry Description

Position Risk Assessment: High

Term of Office: 1 year, renewable – appointed by the Incumbent

Supervision and Support: Reports to: Churchwardens, Advisory Board  
Staff Liaison (if different from above): Diocesan Financial Department  
Committee/Board responsible for this ministry: Administration Committee

Purpose: To look after the financial areas of the church, under the direction of the Churchwardens

Population(s) served: The Churchwardens  
The congregation

Skills / Qualifications:

- basic bookkeeping as a minimum requirement
- access to a computer
- position requires a Police Records Check

Spiritual Gifts Recommended:

- organization
- service

Training Provided:

- on-the-job training
- annual Diocesan Treasurer training
- Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- occasional meetings with the Wardens
- monthly Advisory Board meetings

Time Commitment Involved:

- 4 to 5 hours per week
- more time needed at year-end when assisting with the new Budget

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Duties & Responsibilities:

- issue cheques as per the Churchwarden's instructions
- input all deposit and expense data into the computer program
- reconcile with the bank statement monthly
- reconcile with the Envelope Secretary monthly
- provide monthly financial statements for the Advisory Board Members
- provide the annual financial statement (in consultation with the Churchwardens) for the annual Vestry Report
- complete and submit the appropriate forms for the GST rebate
- file invoices and maintain all records for future reference

Limits of the Position:

- as set out by the Canons
- comply with all policies governing confidentiality

Benefits & Opportunities:

- work with great people
- have a profound effect on the overall financial well-being of the parish

\* a more detailed ministry description is available

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*

Rev: November 27, 2003