

Elder of Stewardship

Responsible to: Administrative Council

Commission: Stewardship

Time Required: 6-8 hrs/month

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To serve in the position of elder as noted in the EFC-ER Faith and Practice, which includes membership in the Administrative Council and Elder Board.
2. To call and lead monthly meetings of the Commission.
3. To work in the close cooperation with the Pastoral Staff and Support Staff to stay up-to-date with weekly/monthly financial details, making changes to spending as needed.
4. To appoint, in consultation with the Commission and Pastoral Staff, Team Leaders as needed.
5. To maintain close contact with Coordinators and Team Members in order to understand their ministries, and offer counsel and encouragement.
6. To act as liaison (handling reports, feedback, and proposals) between the Commission, the Administrative Council, and Congregational Meeting.
7. After receiving proposals from all other commissions, to prepare the annual church budget at the appropriate time each year. This budget will first be approved by the Commission, then the Administrative Council, and then be presented to the Congregational Meeting for approval.
8. To authorize significant expenditures, that are not included in an annual budget, as they are proposed by the Pastoral Staff and/or submitted by Commissions.
9. To see that the Auditor's Report is presented to the Commission and made available to Administrative Council and the Congregation.
10. To oversee the duties of the Trust Fund Trustees.
11. To faithfully attend Elder's meetings, Commission meetings, Administrative Council meetings, and Congregational meetings.
12. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Finance Coordinator

Responsible to: Elder of Stewardship

Commission: Stewardship

Length of Term: Role is part of Job Description within Pastoral Team (Financial Secretary)

Description of Responsibilities:

1. To be generally responsible for the day-to-day receiving, expending, and accounting for the funds of the church.
2. To assume the title of Treasurer of the church and its corporation.
3. To exercise control of expenditures, in consultation with Administrative Pastor, Lead Pastor and Stewardship Elder, under the budget approved by the congregation and according to the control regulations proposed by the Commission and adopted by the Administrative Council.
4. To work closely with the Administrative Pastor in the tracking of weekly giving and expenses, keeping the approved annual budget in mind, and suggesting changes to expenditures as needed.
5. To communicate weekly giving and expenditure statistics to the Pastoral Staff and the Stewardship Elder.
6. To work closely with the Commission and Stewardship Elder during the annual preparation of the church budget, submitting reports, details and suggestions as needed.
7. To suggest necessary changes to the system of bookkeeping used at FFC, making proposals to the Commission as needed.
8. To see that financial reports are available to the Administrative Council monthly, and to the Congregational Meeting at the appropriate times each year.
9. To see that financial books are available to the auditors at the end of the year.
10. To faithfully attend both the meetings of the Commission and Administrative Council.
11. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Trustees Coordinator

Responsible to: Elder of Stewardship

Commission: Stewardship

Time Required: 4-6 hrs/month (depending on ongoing projects)

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To be generally responsible for the care of the physical property and equipment of the church and to see that the designation of legal property-holding trustees is updated annually.
2. To call and lead monthly meetings of the Trustee Committee.
3. To recommend to the Commission needed repairs for building and equipment and to implement their orders.
4. To receive requests for improvements and additions to the building or equipment and refer them to the Commission with evaluation and cost estimates of the projects.
5. To make an annual inventory of movable equipment, reporting with recommendation to the Commission any losses.
6. To maintain close contact with Pastoral Staff and Facility Staff in order to assist Facility Staff with projects as needed, as well as bringing areas of concern to the Pastoral and Facility Staff.
7. To serve as the Church statutory agent for the corporation.
8. To work with the Commission in preparation for the submission of a proposed budget each year.
9. To faithfully attend both the meetings of the Commission and the Administrative Council.
10. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)

Stewardship Promotion Coordinator

Responsible to: Elder of Stewardship

Commission: Stewardship

Time Required: 3-4 hrs/month

Length of Term: 3 years (2 consecutive terms maximum)

Description of Responsibilities:

1. To be generally responsible, with the Pastoral Staff, to emphasize the stewardship of life, time, talents, possessions, and finances among the members of the church.
2. To implement plans approved by the Pastoral Staff and Commission for the continuous teaching on the Biblical concept of stewardship (e.g. Financial Peace University 2012).
3. To arrange, in coordination with the Lead Pastor, individuals who are willing to share personal testimony on the impact of stewardship in their lives.
4. To assist the Elder and Pastoral Staff with fundraising plans.
5. To work with the Commission in preparation for the submission of a proposed budget each year.
6. To faithfully attend both the meetings of the Commission and the Administrative Council.
7. To regularly and consistently attend Sunday worship gatherings, and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)