



CHURCH of GOD of PROPHECY

STEWARDSHIP MINISTRIES

CHURCH TREASURER

Ministry Description

MINISTRY PURPOSE

The Local Church Treasurer is a vital steward of the church's financial resources, ensuring transparency, integrity, and accountability in accordance with biblical stewardship principles.

This ministry description aligns with the financial policies outlined in the Ministry Policy Manual, and best practices outlined in the Foundations: Ministers Development Program.

DUTIES AND RESPONSIBILITIES

1. Financial Stewardship and Administration

- Ensure that all church funds are properly received, recorded, and allocated.
- Maintain accurate financial records, including tracking tithes, offerings, and designated funds.
- Work closely with the Pastor, Finance and Stewardship Committee, and Board of Directors to ensure financial stability and integrity.

2. Tithes and Offerings Allocation

- Facilitate the proper collection, documentation, and distribution of tithes and offerings.
- Submit church tithes to the International Offices as outlined in the financial policies.
- Manage designated and undesignated offerings, ensuring funds are used as specified.

3. Budgeting and Financial Planning

- Assist in the development of an annual budget in collaboration with church leadership.
- Provide financial projections and assist in aligning financial resources with the church's vision and mission.
- Regularly monitor financial reports and recommend adjustments as needed to maintain a balanced budget.

4. Financial Accountability and Reporting

- Prepare and present financial reports at the Local Church Conference.
- Maintain confidentiality in handling donor information and financial records.

- Facilitate financial audits and reviews as necessary.
- Prepare year-end giving statements to donors.

5. Financial Integrity and Compliance

- Uphold ethical financial practices, ensuring compliance with government regulations and church policies.
- Implement internal controls for the handling of funds, including dual control policies and proper financial documentation.
- Ensure the secure storage of financial records and maintain compliance with legal retention requirements.

6. Disbursement of Funds

- Process payments and reimbursements only with proper authorization and supporting documentation.
- Ensure all expenditures align with the approved budget and designated fund restrictions.
- Maintain careful oversight of cash flow to ensure financial stability.

7. Payroll and Compensation Oversight

- Ensure timely and accurate processing of payroll for church employees and ministers, in compliance with applicable tax laws and church policies.
- Maintain accurate records of employee compensation, benefits, and withholdings.
- When applicable, coordinate with payroll service providers or manage internal payroll systems as appropriate.
- If applicable, file all required payroll tax forms and ensure timely remittance of payroll taxes and other related obligations.
- If applicable, prepare year-end tax documents and ensure their distribution to applicable recipients.

RECOMMENDED QUALIFICATIONS AND SKILLS

- Faithful member of the local church, committed to biblical financial stewardship.
- Strong integrity, trustworthiness, and attention to ethical financial practices.
- Experience in accounting, bookkeeping, or financial management is preferred.
- Proficiency in financial software and Microsoft Excel.
- Strong organizational and communication skills.
- Ability to work collaboratively with church leadership and financial committees.

ACCOUNTABILITY AND REPORTING STRUCTURE

- Reports directly to the Pastor.
- Works in collaboration with the Finance and Stewardship Committee and the Board of Directors.
- Presents financial reports to the Local Church Conference.
- Submits required financial records and contributions to the International Offices.