

## Terms of Reference for Finance and Maintenance Ministry

### Mandate

The Finance and Maintenance Ministry (F&M Ministry) is responsible for overseeing all financial aspects of the church under the oversight of the Session. An annual budget is prepared and presented to the congregation for its approval at the annual meeting.

The mandate also includes on-going maintenance of the church building, fundraising, preservation of archival materials, the Memorial Book updates as well as Stewardship encouragement. Finally, this ministry is also responsible for ensuring that the positions of Office Administrator and Building Custodian are capably occupied.

### Scriptural Basis

#### ***Psalm 24:1***

*The earth belongs to God! Everything in all the world is his.*

#### ***Romans 12: 6-8***

*God has given each of us the ability to do certain things well. So if God has given you the ability to prophesy, then prophesy whenever you can – as often as your faith is strong enough to receive a message from God. If your gift is that of serving others, serve them well. If you are a teacher, do a good job at teaching. If you are a preacher see to it that your sermons are strong and helpful. If God has given you money, be generous in helping others with it. If God has given you administrative ability and put you in charge of the work of others, take the responsibility seriously. Those who offer comfort to the sorrowing should do so with Christian cheer.*

## **Scope/Responsibilities**

### **Finance Responsibilities**

Encourage the congregation to use their gifts of time, talents and money through the resources provided by the Presbyterian Church in Canada.

- Ensure that all financial obligations are paid in a timely manner. Ensure that stipends and salaries are paid on the agreed-upon due dates and that honoraria are paid to guest ministers and interim moderators.
- Ensure that offerings are counted and recorded by two preferably unrelated people before being removed from the church and deposited immediately in the congregation's bank account each Sunday.
- Provide envelopes for donors plus regular statements of their giving and a year-end tax receipt, and oversee the PAR program.
- Keep the congregation informed of the financial situation of the congregation on a regular basis.
- Prepare a year-end report of income and expenditures and, in consultation with the session, develop a proposed budget for the New Year, including information received from other committee ministries.
- Consult paid personnel annually concerning contracts and salaries.
- Initiate meetings with the session as required.

### **Maintenance responsibilities**

- Ensure that church property and material resources are maintained in good condition.
- Make improvements to church property and material resources as may be required.
- Appoint and outline the duties of the Building Custodian and Office Administrator.
- Put insurance in place; making sure renewals are done in a timely manner and risk management assessments are conducted as necessary.
- Lead fundraising activities.
- Maintain and promulgate the Church directory.
- Ensure the preservation of archival materials and updates to the Memorial Book.
- Prepare for Session consideration and approval, policies on the use of Church facilities.

- Prepare a fire and evacuation plan and annually exercise the plan.
- Through the Information Technology (IT) sub-committee,
  - ensure effective audio-visual capabilities in support of Church activities,
  - ensure effective IT capabilities for use by the minister, office administrator and other ministries as requested, and
  - establish and maintain the Church website.

### **Organization/Membership**

The F&M Ministry meets bi-monthly, as a minimum and is currently composed of:

- two elders (one of which is the convener),
- 8 members elected by the congregation for three year terms,
- the treasurer appointed by the congregation,
- the envelope secretary (appointed by the congregation), and
- the minister (ex-officio).

### **Accountabilities**

- The F&M ministry is a working group of session which presents recommendations to Session for approval.
- Prepare F&M annual budget with Ministry group
- Sign for and track expenses against budget throughout year.

### **Reporting**

- The convener will communicate regularly with the minister and other ministry conveners.
- The F&M ministry will report to the Session regularly through the convener.
- The convener will present the ministry plans and budget to Session in November and submit updates as needed.
- The ministry will prepare an F&M report for the annual report in January.
- The convener will submit ministry dates for the calendar to Session.