

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
to nurture and strengthen spiritual growth to embody Christ in the world.

D – 001 Ministry through Finance and Stewardship

Accepted: January 16, 2021

Revised: January 2023

Note use A-003 Annual Ministry Plans form for your annual plans.

Mission

Account accurately and fully all financial transactions to the Council and the congregation and provide financial leadership and advise to Council. To build and maintain a genuine sense of stewardship amongst the congregation that extends to a faithful commitment to service and support of the local and wider church.

Responsibilities

Recruit, motivate, equip, train and support people to fulfill the mission of the committee.

The Financial Secretary

- Records all income and disbursements.
- Maintains and reports all personal giving records.
- Prepares and issues income tax receipts.
- Provides the treasurer promptly each month with a monthly Income and Disbursement statement.

The Treasurer

- Pays all employees and related expenses.
- Receives and pays all invoices, this task can be delegated under the direction of the Treasurer.
- Provides the Financial Secretary with data needed for the monthly Income and Disbursement statement.
- Requests committee chairs to provide budget and prepares and presents annual budget to Council/AGM
- Prepares and presents an annual plan and budget each November and an annual report each January/February.
- Implements the annual stewardship appeal.
- Reports results to Council and congregation.
- Provides names of volunteers to other committees.
- Monitors how well commitments are being met during April/May.
- Recommends any concerns/remedial action to Council and in June newsletter.
- Monitors situation at end of August and report to Council in September.

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- In co-operation with Membership, encourage new members to complete covenant/volunteer forms.