

## Ministry Description

<b>Ministry Name</b> Calvary Lutheran Church (CLC) Finance Team		<b>Start Date</b> (mm-dd-yy) 08-27-09	Id No
<b>Ministry Purpose (Why?)</b> The CLC Finance Team is to oversee all financial aspects of CLC in order to maintain financial health, to satisfy all regulatory requirements, and to provide resource allocations that support CLC objectives.			<b>Revision Date</b> (mm-dd-yy) 10-22-09
<b>Ministry Objective (What?)</b> The CLC Finance Team is authorized to oversee the CLC financial responsibilities, and reports, as defined by the approved annual budget (includes income and disbursements). The Team is responsible to develop a proposed CLC annual budget. The Team is responsible for investment planning, stewardship, and audits. The Team is responsible to identify a Financial Secretary and a Treasurer for congregational approval.			
<b>Meeting Time:</b> TBD		<b>Meeting Location:</b> CLC Conference Room	
<b>Number of Members:</b> 4-7 (2-Year staggered terms)		<b>Member Commitment (Hrs/Mo):</b> 5 Hrs-first 6 months 1.5 Hrs thereafter	
Ministry Process			
<b>Provider(s)</b> Treasurer Financial Secretary Ministry Teams Congregational experienced personnel Internet access County assessment Property insurance agency Labor, utilities, cost of living projections & other future estimates  <b>Requirements</b> <b>(major 1-5 product/service/info)</b> Current policies & procedures Tribal knowledge information Publicly available guidance (research) Existing insurance policy Insurance renewal letter Personnel status Asset values Current year budget Profit & loss statement Ministry Teams budget input Projected cost increases Projected income (giving unit status) Updated books	<b>Initiating Action*</b> Request to manage CLC financial responsibilities	<b>End Product</b> <b>(major 1-5 product/service/info)</b> Annual financial report Proposal for annual budget Oversight of policies & procedures *Treasurer *Financial Secretary *Financial compliance reviews & audit teams Monthly profit & loss statement Financial discrepancy report Annual insurance review *Staff *Building & Grounds Long term financial plan Ad hoc reports	
	<b>Process Tasks* (major 4-8 tasks)</b> Write policies and procedures Review insurance coverage annually Prepare annual budget *Request Ministry Teams input *Analyze past and project future financial environment *Evaluate financial statements *Review salary package Prepare interim financial statements Analyze current financial environment Review & update long term financial plan Provide Financial Secretary, Treasurer & Assistant Treasurer candidates	<b>Receiver(s)</b> Bank IRS Vanco (electronic funds donations) Congregation Council Management team Ministry teams Insurance agency Treasurer Financial Secretary Financial review / audit Team	
	<b>Ending Task*</b> Provide regulatory reports Provide proposed annual budget Provide CLC Financial reports Provide Team budget planning support		
<b>Inspirational Passage</b> Where there is no guidance, a people falls, but in an abundance of counselors there is safety. Proverbs 11:14  A slack hand causes poverty, but the hand of the diligent makes rich. Proverbs 10:4			<b>Contact</b> Dave Baughman <b>Telephone</b> 253-941-7320 <b>e-mail Address</b> morluvsfar@comcast.net

\* 3-6 word description; Start description with an action verb.

## **Ministry Description**

Mission Statement (from Ministry Directory):

Persons elected by the council and affirmed by the congregation to provide information on our financial status (Financial Secretary and Treasurer).

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## Process Definitions Worksheet

**Ministry Name**

**Provider(s)**

Who supplies the major requirements?

Or, where does the information come from?

**Requirements**

(major 1-5 product/service/info)

1-3 sentence definition for each requirement identified

**Initiating Action**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**Process Tasks (major 4-8 tasks)**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**Ending Task**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**End Product**

(major 1-5 product/service/info)

1-3 sentence definition for each provision identified

**Receiver(s)**

Who receives the major provisions?

Or, where is the information transmitted?