

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Leadership	Position	Treasurer
Nature of Ministry	<p>The treasurer's ministry is to monitor and report to the Corporation on the financial health of the parish and to provide advice to the wardens on matters relating to the financial health of the parish.</p> <p>The office of Treasurer is an annual appointment of the Corporation.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Assist with the budget preparation process. 2. Liaise with the auditor for the completion of the annual financial audit with is completed within the guidelines provided by the Synod of the Diocese of Niagara. 3. Prepare monthly financial reports for presentation to Corporation. 4. Prepare a monthly financial snapshot for presentation to Parish Council. 5. Advise the churchwardens as needed on matters relating to the financial position of the parish. 6. Liaise with the bank as required. 7. Liaise with the Diocese on matters relating to the finances of the parish. 8. Weekly oversight of the bookkeeper who issues all cheques pertaining to expenses and enters all bills in the financial software. 9. Oversee the maintenance of complete financial records. 10. Reconcile bank statements, etc. 11. Member of Parish Council and attend monthly meetings. 		
A Person Well-Suited	<p>Will be well organized and dependable.</p> <p>Will be capable of working on their own and in a group.</p> <p>Will be able to pay close attention to detail.</p> <p>Spiritual gifts that would apply to this ministry include: administration, helps.</p>		
Time Commitment	Approximately nine to ten hours per month.	Length of Term	A one-year commitment is requested.
Participation Group	Bookkeeper, Corporation, Parish Council, Vestry, parishioners. Works closely with the Bookkeeper and Corporation.		
Support, Supervision and Training	Direct supervision of this ministry is by the Corporation. Additional training will be resourced as needed. An annual review will be completed by the Corporation.		
Boundaries and Limitations	The conduct of this ministry will be subject to all civil laws, diocesan canons and parish policies.		
Benefits to Volunteer	<p>The volunteer will have the satisfaction of completing tasks that are vital to work of the church.</p> <p>The volunteer will enjoy working closely with the Corporation and other key ministry volunteers.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Bookkeeper and Corporation. Supervision by Corporation. Supervision of bookkeeper in QuickBooks.	Low.
Setting	Home computer and meeting rooms.	Low.
Nature of Relationship	Administration.	Low.
Degree of Authority	One of two signatures needed for cheque-signing.	Medium.
Physical Safety	Minimal physical risks.	Medium.
Financial	Bookkeeping, drafting cheques, may purchase supplies; cheque-signing authority; no cash.	Medium.
Privileged Information	Minimal potential.	Low.
Damaged Reputation	Financial management; shared responsibility.	Medium.
Key-Holder	Access to most areas of the building including safe room, but not safe.	Medium
Risk Level Assessed	Medium.	

Screening Requirements	
<input checked="" type="checkbox"/> Training is required.	<input type="checkbox"/> Training is offered, but not required.
<input checked="" type="checkbox"/> Interview is required.	<input checked="" type="checkbox"/> References are required.
<input checked="" type="checkbox"/> Police Records Check (PRC) is required.	<input type="checkbox"/> PRC with vulnerable sector screening required.
<input type="checkbox"/> Signed statement regarding confidentiality required.	<input checked="" type="checkbox"/> Signed statement regarding ministry description required.
<input type="checkbox"/> Signed statement regarding policy on ministry with vulnerable persons required.	<input checked="" type="checkbox"/> Key-holder agreement required.
<input type="checkbox"/>	<input type="checkbox"/>

I have read and agree to assume the duties, responsibilities and expectations of Treasurer as set out in this Ministry Description.

Signature

Date