

## FINANCE TEAM CHARTER, POLICIES and PROCEDURES

### MISSION:

The Finance Team, hereafter called the Team, shall facilitate the development of an annual church budget and oversee the financial operations of the church consistent with the Financial Policies & Procedures of the Church.

### FUNCTIONS:

The duties of the Team shall include the following:

1. Assist and support the Church Administrator in the performance of his duties, as delineated in the Financial Policies & Procedures, and ensure the implementation of such Policies & Procedures as they specifically apply to the business operations of the Church.
2. All other specific functions assigned to it pursuant to the adopted Financial Policies & Procedures and Bylaws of the Church.

### TEAM PERFORMANCE:

As needed, but not less frequently than once a year, review and recommend changes to the Team policies and procedures for approval by the Church.

### DURATION:

The Team shall continue in existence indefinitely or until terminated by amendment of the Bylaws.

### TEAM LEADER:

The Team Leader shall be chosen by the Ministry Matching Team in accordance with that Team's Policies and Procedures.

If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

### TEAM MEMBERSHIP:

The membership of the Team shall include no fewer than 5 and no more than 7 members, including the Team Leader. The assigned staff liaison shall be a non-voting member.

### MEETINGS:

A meeting of the Team may be called at any time by the Team Leader or any other two members on at least 5 days' notice and communicated to the Church office for posting on the website and Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to any Church member, except when the Team is in executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

### TELEPHONIC MEETINGS:

Meetings by telephonic conference call or other means of communication by which all persons participating in the meeting can hear each other are authorized.

#### **ELECTRONIC VOTING:**

In addition, the Team may transact business through electronic voting without meeting subject to the following restrictions:

- a. The decision to allow electronic voting on any particular matter shall be subject to the approval of the Chair of the Team.
- b. Only actual votes shall be counted-silence shall not be interpreted as consent.
- c. Action by the Team pursuant to electronic voting shall be upon a vote of a majority of the Team members.
- d. All actions approved either telephonically, or electronically, should be recorded in the Minutes of the first Team meeting following such action.

#### **MINUTES & REPORTS:**

The Team may designate a person to summarize the proceedings of the Team 's meetings. The records of the Team shall be delivered to the Church Administrator to be retained in accordance with the retention period established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

#### **EFFECTIVE DATE:**

This Charter was approved by the Church to be effective 8/28/16 and shall govern the operation of the Team hereafter.