

# **The Church Treasurer**

## **Duties and Responsibility**

**The Primary Task of the Church Treasurer** is to disburse all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due.

The responsibilities of the Church treasurer include, but are not limited to the following:

- 1) To disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- 2) To work according to the guidelines established by the church council or through the committee on finance.
- 3) To participate in and report regularly to the committee on finance, church council, and the charge conference.
- 4) To be accountable to the charge conference through the church council.
- 5) To give each month all West Ohio Conference and World Service benevolence funds on hand to the conference treasurer. **Contributions to benevolence shall not be used for any cause other than that which they have been given.**

## **The treasurer shall be adequately bonded**

### **Helpful Skills and Interests:**

- Interest and skill in financial matters.
- Ability to maintain accurate records.
- Ability to listen to and communicate with people of all ages.
- Ability to work with other volunteers and committees.

### **Training for Church Treasurer**

From time to time the district and conference offer workshops that will be helpful. Check with the pastor, the committee on lay leadership and/or your district superintendent to find opportunities that match training needs.