

Job Description of Finance Control Deacons

1. Work with and generally assist the Finance Elder in compiling and implementing finance operation policies and guidelines;
2. Prepare congregational annual budget;
3. Approve ministry expenditures of the congregation;
4. Keep deacons of the congregation informed of the current level of their expenditures relative to their departmental budgets;
5. Keep Deacons' Board informed of the revenue and expenditures of the congregation;
6. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
7. Attend Annual General Meetings, Special General Meetings, Deacons' Board Meetings and any dialogue or special meetings held by the Deacon's Board;
8. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
9. Assume the general duties as Deacon to provide spiritual leadership to the congregation jointly and corporately with other members of the Deacon's Board.

Qualifications of Finance Control Deacons

In addition to the basic requirement as prescribed in I Timothy 3:1-13, Titus 1:5-9, and By-law 1 of Article #VIII and other general requirements set out for deaconship, he should have a good understanding of the spiritual aspects of financial stewardship and the operational needs of the congregation, as well as good financial knowledge, analytical and communication skills and commitment to confidentiality.