

Forest Hills Presbyterian Church
Martinsville, Virginia

Finance and Stewardship Ministry

Endorsed by Session [2/17/14]

Reviewed by Session [6/22/15]

Mission Statement:

The Finance Stewardship Ministry (FSM) monitors and makes plans to sustain the financial health of FHPC, along with the Church Treasurer and the Assistant Treasurer. FSM assists the church, Session and congregation in making wise decisions personally and in a corporate manner in support of the advancement of God's ministry, by commitments of time, talents, of a financial manner. FSM directs the church's ongoing Stewardship considerations throughout the year by building a focused campaign to remind the congregants of the ongoing blessings and joy that God has afforded this church and supplying opportunities to reflect our understanding of His grace.

FSM directs the annual Stewardship campaign, co-ordinates the budget process and financial management policies in regard to disbursing funds to appropriate local ministries and to those around the world.

The financial health of FHPC is in direct proportion to the commitment of its members in financial support of the church as well as by the use of the time and talents of the members. To further this end, Stewardship will be an ongoing focus throughout the year, reminding members, committees and the Session of the blessings that the Lord has bestowed on FHPC and the need for continual commitment by the membership.

Responsibilities:

FSM role is to review the church's finances on a regular basis and to report to the Session on the fiscal health of FHPC. In addition, FSM makes suggestions to the Session and provides oversight on financial matters. It is important that a current member of the Session serves on FSM.

The majority of day to day financial activities are performed by the Treasurer and Assistant Treasurer with additional help from others (FSM members or church staff).

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For example, the Treasurer makes deposits of offerings and other gifts, pays invoices, reconciles banks accounts, files tax forms, etc.

One of the most important tasks of FSM is to compile the yearly budget.

Each ministry of the church will carefully and prayerfully consider its request for the coming year and will tender said request to the FSM by **August 1**. The FSM will compile these requests into a proposed master budget.

FSM will send the proposed master budget to the Session to review at its stated August meeting. The Session will then have the opportunity to discuss, review, make changes and approve the proposed budget at the September meeting. The proposed budget will then be mailed to the congregation and at a Stewardship event, the congregation will be given the opportunity to ask questions and give input about the budget.

A period of time in September and October will be designated as church wide Stewardship season. Activities will be planned and executed by the FSM to help assist each member in making decisions about commitments to FHPC in terms of finances, time and talents. Each member will receive a Pledge/Stewardship card which will represent the commitments of said member. Each member of the Session and other Rulings Elders will take an active role in contacting the membership of FHPC to answer questions and to encourage the return of the Pledge/Stewardship card in a timely manner.

During October, November and December, FSM will monitor the status of pledges and the progress toward subscribing the budget. The goal is to have the final budget approved by the Session in December so that the finances and policies of FHPC can proceed in an orderly and timely manner beginning on January 1 of the following year.

Notes: Revised by the Finance/Stewardship Ministry 6/18/15