

Middletown Christian Church Finance Committee

Job Description



Reports To: Middletown Christian Church Board of Directors

Status: Volunteer

Mission Statement: *Living out the love of Christ by embracing people where they are.*

Middletown Christian Church welcomes people of every race, gender identity, age, physical and mental ability, sexual orientation, economic circumstance, faith background, and political affiliation to participate fully in the life of our church.

Background: The responsibilities outlined in this job description are based on the Middletown Christian Church bylaws, ensuring consistency with the Church's established governance structure.

Job Purpose & Description:

The Finance Committee at Middletown Christian Church assists the Board of Directors in ensuring the financial health and sustainability of the Church. Committee members are responsible for overseeing and monitoring financial statements, budgets, and related trends, and collaborating with the Senior Minister and Church staff to develop and implement a budget that aligns with the Church's mission and strategic goals. The Finance Committee also works to ensure that financial policies and procedures are properly developed and implemented, that the Church's resources are managed prudently, and that the financial condition of the Church supports its long-term mission.

Summary of Responsibilities:

- Ensure the Church's financial operations align with its mission and strategic goals, such as those outlined in MCC's 2023-2026 Strategic Goals.
- Oversee the development and implementation of financial policies and procedures, including budgeting, financial reporting, and asset management.
- Monitor the Church's financial statements and budgets, ensuring accuracy and alignment with strategic objectives.
- Assist in developing and implementing a generosity program, building and property maintenance plans, and a program of planned giving.
- Collaborate with the Board of Directors, Senior Minister, and other Church staff to maintain financial stability, including the management of operating and property reserves.
- Provide guidance on financial matters to the Board of Directors, including recommendations on major financial decisions such as real property acquisitions and capital investments.

Time Commitment:

- Attend monthly Finance Committee meetings (~60 minutes per meeting)
- Participate in additional meetings and consultations as needed.
- Engage with Church staff and the congregation between meetings to ensure effective governance and progress toward objectives.

Term and Structure:

- Finance Committee members serve a 3-year term. Each year, one-third of the committee members rotate off, ensuring continuity while bringing in fresh perspectives. Members cannot serve more than two consecutive terms. After serving two terms, a member must be off the Committee for at least two years before being eligible for re-election.

Strategic Vision Alignment:

- Support the Church's strategic goals by ensuring financial predictability, improving the accuracy of giving forecasts, and empowering community impact through financial growth.
- Develop a long-term facilities plan, ensuring the Church has the resources needed to maintain its facilities and support its mission.
- Collaborate with the Board of Directors and Church leadership to create and monitor financial plans that support the Church's mission, including the management of operating and property reserves, long-term facilities planning, and the stewardship of endowment and legacy funds.

Additional Duties:

- Attend Church events, special meetings, and participate in worship as needed.

Our Values:

- *Radical Love* – sharing the unconditional love, grace, and forgiveness that God offers to all people.
- *Freedom of Belief* – creating a space that encourages questions and faith exploration through prayer and study of Scripture.
- *Sacrificial Service* – reflecting the life of Christ in the way we live, the places we go, and the choices we make.
- *Real Conversations* – growing together with openness, honesty, and transparency.
- *Infectious Community* – sharing life together in grace-filled relationships.

Middletown Christian Church (Disciples of Christ)

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