

Webster Presbyterian Church
SESSION COMMITTEE JOB DESCRIPTION

Committee: Stewardship & Finance

Revision Date: *August 31, 2016*

References: Scripture – Matthew 6:12-21 “Do not store up for yourselves treasures on earth, where moths and vermin destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where moths and vermin do not destroy, and where thieves do not break in and steal. For where your treasure is, there your heart will be also.”; Matthew 25:14-30 “Then the man who had received one bag of gold came. ‘Master,’ he said, ‘I knew that you are a hard man, harvesting where you have not sown and gathering where you have not scattered seed. So I was afraid and went out and hid your gold in the ground. See, here is what belongs to you.’ His master replied, ‘You wicked, lazy servant! So you knew that I harvest where I have not sown and gather where I have not scattered seed? Well then, you should have put my money on deposit with the bankers, so that when I returned I would have received it back with interest. So take the bag of gold from him and give it to the one who has ten bags. For whoever has will be given more, and they will have an abundance. Whoever does not have, even what they have will be taken from them. And throw that worthless servant outside, into the darkness, where there will be weeping and gnashing of teeth.’”

2013/2015 Book of Order - G-3.0113, G- 3.0201c, G- 3.0205, W-5.5004, W-5.5005 and W- 7.5003

Mission: The mission of the Stewardship & Finance Committee is to ensure Webster Presbyterian Church and its people, who have been blessed by resources bestowed by God, are being led by Biblical Stewardship teachings.

General Responsibilities: To provide leadership for the financial affairs and functions of Webster Presbyterian Church.

Composition:

8 Members – Peter Pape (Elder chair), Georgia Hubbard (Financial Secretary), Jan Rich (Mission Treasurer & Mission representative), Bob Blakey (Trustee representative), Pastor Larry DeVuyst, Dolf Bass, Irv Crane and Bob Rich.

3 Adjunct Endowment Committee Members – Bob Anderson, Dan Marsh (Personnel chair), Dawn Wiley

Committee Chair: Session Member (Note committee chair may designate a moderator to lead and coordinate meetings and activities.)

Meetings: *Meet each month on the 2nd Thursday of the month at 7pm.*

Specific Responsibilities:

- A. Establish annual goals:
 - 1. Create an annual pledge financial campaign to encourage Stewardship growth in members’ commitments of time and financial resources.
 - 2. Create a balanced budget and obtain financial resources which will support the key functions of the Church.

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3. Commission an annual financial review, including related procedures, and develop corrective action plans as necessary.
 4. Report to the congregation at least once a year.
- B. Specific activities and actions: Each of these actions will be done with the knowledge and/or approval of Session, working with the Trustees, our corporate authority, and other than when confidentiality is involved, and notification of the congregation.
1. Develop and implement programs founded on Biblical Stewardship principles for time, talent and treasure, to continually grow capabilities of the church and its members.
 2. Provide overall leadership for the fiscal accountability and responsibility to ensure the financial affairs of the church are managed properly.
 3. Each year with Session approval develop the Church budget which includes defining income and disbursements for Operations, Mission, and Capital.
 4. Establish and communicate an annual campaign to encourage financial pledges to support the annual budget.
 5. Lead and, when required, negotiate a reconciliation process to obtain a final balanced budget to submit for Session for approval.
 6. Provide monthly reviews of the financial position of the church, recommending adjustments when there are deviations from the goals.
 7. Oversee encumbered funds and review the appropriateness, terms, and conditions of their use.
 8. Along with the Trustees, manage capital, including servicing any debt, future project long term fund accumulation, and other management and disbursement decisions.
 9. Assess options and manage the details when borrowing money.
 10. Establish a financial subcommittee to meet as needed and make investment recommendations. It will consist of the Chair of the Stewardship & Finance committee, Church Treasurer, Trustee representative and 2-3 members at large. This subcommittee to provide overarching financial management of specific funds; i.e. Endowment Fund, Memorial Fund or other funds outside the annual budget which are being accumulated to carry out the ministry of the church.
 11. Encourage congregants to serve the church by actively trying to match skills and interests to the needs of the church.
 12. Ensure internal check and balance procedures are in place to properly manage the church finances.
 13. Arrange an annual financial review by either a public accounting firm or an internal subcommittee, independent from the Church treasurer, to ensure fiscal responsibilities are met.
 14. Maintain a brokerage account so that gifted stocks can be transacted.
 15. Provide access to Session for any decisions needed from the Endowment Committee, which is now a subcommittee of the Stewardship & Finance committee.

Approved by the WPC Session on September 12, 2016