

Article VI. Commission Responsibilities

5. Commission of Finance

This commission shall consist of six members, two of which shall be elected each year.

Duties:

- a. It shall direct the receiving, counting, and depositing of offerings.
 1. At least two members shall count and verify in writing all public offerings before they are removed from the church.
- b. Through the church treasurer it shall make quarterly and annual financial reports to the Church Board and to the congregational business meeting (Church Council).
- c. Through the financial secretary it shall issue monthly statements of giving to all contributors to the church program.
- d. It shall conduct an every-member canvass as needed and give leadership to stewardship education.
- e. It shall order and distribute church offering envelopes and encourage every member to use the envelope system.
- f. It shall have charge of the plans, the transaction and the supervision of all the financial affairs of the church and shall authorize the payment of all bills incurred in the operation and upkeep of the church property.
- g. This commission shall work out the annual budget of the church and formulate plans to care for the financial needs of the church.
- h. Their work shall be submitted to Church Council for approval.