

ARTICLE VI TEAMS

C. FINANCE TEAM

Section 1. The Finance Team shall consist of four (4) members. The Chairperson of the Finance Team will be selected from the Leadership Council membership. Two (2) of the members of the Finance Team shall be ratified for a term of three (3) years with the terms of office rotated, and each may not serve more than two (2) consecutive elected terms without a year off. The Church Treasurer shall serve as the fourth member of the Team.

Section 2. Duties and Powers of Finance Team:

- (a) To be responsible for executing all legal transactions related to any property of the congregation, as authorized by the congregation
- (b) To manage the business affairs of the congregation. It shall have charge of collecting and disbursing the money of the church, in accordance with the approved budget or special instructions of the congregation. Any transaction involving \$5,000.00 or more, not included in the budget, shall require action by the congregation.
- (c) To receive and hold in trust any donations, bequests, endowments or other funds and property arising from various sources, and shall conduct all business related thereto according to the purpose for which the congregation is organized.
- (d) To provide for an annual review of the financial records of the church.
- (e) To serve, with the Leadership Council, as the Budget Committee of the church. The Budget Committee shall draw up the annual budget of estimated expenses for the coming year and submit it to the church for action at the Annual Business Meeting. The Budget Committee should convene at least one (1) month prior to the Annual Business Meeting. The Chairperson of the Finance Team shall serve as Chairperson of the Budget Committee.
- (f) When a pastoral change occurs, or when the need arises, the Finance Team shall select one member to serve on the Pulpit Committee.

Section 3. Three (3) members shall constitute a quorum of the Finance Team.

Section 4. The Finance Team shall select its own Vice-Chairperson and Secretary

Section 5. No two (2) members from any family unit shall serve on the Finance Team during the same term. Family units shall be considered husband-wife, parent-child, or brother-sister.

Section 6. Duties of the Officers of Finance Team:

- (a) The Chairperson shall preside at all meetings of the Finance Team and perform such duties as usually are assigned to the Chairperson of a deliberative body.
- (b) The Vice-Chairperson shall serve in the absence of the Chairperson.
- (c) The Secretary shall keep an accurate record of the acts, decisions, and proceedings of the Finance Team. This record shall be the property of the congregation.