

Brightview Baptist Church

rr1 site 4 box 18 wetaskiwin ab t9a1w8

admin@brightviewchurch.ca 780 352-6305



Ministry: BOOKKEEPER

Leader Name: Click here to enter text. **Budget Available (If applicable)** Click here to enter text.

Team (List the names of those involved):

Church Mission Statement:

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

Ministry Purpose Statement (Statement on why ministry exists):

The purpose of the Church Finance Committee is to assume responsibility along with the Board of Trustees for the finances of the congregation. This should include developing and monitoring a church budget, financial recording and reporting, disbursement and auditing of records.

Goals/objectives (What specifically is to be achieved):

- Prepare an annual budget in coordination with committee chairs and other responsible for budget items for Board approval
- Monitor operating expenses with reference to budgetary provisions of revenue and expenses
- Encourage and advise the various fund-raising and financial committees
- Arrange for an annual audit
- Review and advise the Board on major capital outlays
- Improve and modify financial procedures and controls, as needed
- Prepare reports and arrange through the Board of Trustees for congregational meetings where congregational vote is required for action of information
- Provide an annual report to the congregation for annual meeting

Strategies (How the objectives will be achieved using all available resources):

Meet at least once every 3 months to discuss the finances. Keep in contact with those that hand in ministry expenses.

Implementation (List general responsibilities, schedule, dates, location, leaders, etc):

General Responsibilities:

- the Church treasury and maintenance of all required financial records
- compiling the budget requisitions of the various teams and Deacons' board
- coordinating the preparation of the annual budget for approval by the congregation
- tracking and reporting proceeds from fund raising efforts
- providing regular financial status reports to the Board of Directors
- reporting the Church's financial status to the congregation at all business meetings
- approving and paying all outstanding accounts payable
- ensuring all government financial requirements are met

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

Brightview Baptist Church

rr1 site 4 box 18 wetaskiwin, ab T1A 6B8

• specifically, the Assistant Treasurer shall accurately count and record the Church offerings, recording designated amounts. The Treasurer's Assistant shall ensure all



- monies are secure and arrange for the banking of said funds. The Assistant shall inform the Treasurer of all amounts referred to above.
- there shall be 2 people counting offerings at all times
- Meet at least once every 3 months – 2 weeks prior to quarterly business meetings

****Church Bookkeeper- Gerjan Keuper***

The bookkeeper's role is to maintain financial records for the church. To do the job effectively, the bookkeeper is expected to be accurate, efficient and have knowledge about general accounting duties. The bookkeeper must be highly organized, have detail-oriented skills and enjoy working with numbers. Familiarity with excel and/or accounting software is beneficial.

The church bookkeeper will do the following:

- Process/organize all the financial paperwork/records for the church.
- Enter (post) all the financial transactions into the computer program (excel).
- Produce financial statements for all business meetings.
- Preparation of the annual budget.
- Count and record (excel spreadsheet) the Church offerings and record designated amounts.
- Produce a monthly statement of the Church offering, including designated amounts, for the congregation.
- Do all the preparing work regarding the tax receipts and report to the treasurer.
- Tracking and reporting proceeds from fund raising efforts.
- Report monthly to the (assistant) treasurer the designated amount for missionaries.
- Attend meetings of the Finance Team.
- Help out the (assistant) treasurer when needed. (bank deposits etc.)

2019 Evaluation & Review

(Solicit feedback from leaders, participants, etc):

Strengths:

[Click here to enter text.](#)

Areas of Improvement:

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

Brightview Baptist Church

rr1 site 4 10018 herts drive toronto 1w8

admin@brightviewchurch.ca

780 352-6305



Next Step (For next year):

Click here to enter text.

2018 Evaluation & Review

(Solicit feedback from leaders, participants, etc):

Strengths:

Areas of Improvement:

Next Step (For next year):

Just continue.

Accountable to: _____

Title: Choose an item.

Signature: _____

Date: _____