

UPC MINISTRY TEAM GUIDELINES – Finance

The purpose of the **Finance Committee** is to manage the financial resources and gifts in order to most effectively support the mission of UPC.

The Finance Team primarily expresses UPC's identity as a:

Congregation Rooted in Worship

The Finance Ministry is responsible for:

- Managing / replace with Monitoring the financial status of the congregation
- Directing and advising the Session regarding the financial status of the congregation
- Collecting annual budget requests from all ministries
- Developing an annual budget and submitting it to Session for approval
- Evaluating major purchase / expense requests which lie outside the approved annual budget
- Submitting such requests to the Session with information about the impact on the church's financial situation OR providing impact information to the ministry team which will present the request to the Session
- Communicating regularly with ministry teams regarding the church's financial condition and any need for adjustments in revenue and expenditure projections
- Maintaining close coordination and liaison with the Investment Ministry Team in carrying out their respective financial management responsibilities
- Leading annual training sessions to inform church officers / ministry chairs as to budget preparation and budget handling details
- Church insurance coverage
- Submitting annual budget report to Session for preparation of Annual Congregational Report

Sub-teams or task forces of the Finance Ministry include:

- Narrative Budget Development
- Investment Team