

WESTMINSTER COMMISSION: FINANCE (Reports monthly to Session)

Responsible for business affairs of Westminster including development of the budget, financial matters, and a stewardship effort.

Membership: President of the Corporation serves as Moderator
Vice-President of the Corporation
Treasurer
Eight (8) – Ten (10) members-at-large of the congregation.

Staff Resources: Pastor
Financial Administrator

Task Teams: Audit
Budget
Endowment
Heritage Society
Memorials & Gifts
Memorial Garden
Scholarship
Stewardship

Responsibilities:

Budget:

- Develop & recommend proposed budget for approval by Session.
- Develop Budget Oversight Committee to monitor and balance income and expense to budget.
- Update Session throughout calendar year on financial status to budget and Land & Building fund.
- Assess expenditure requests for efficient management of Church.
- Comprehensive review of church financial records.

Stewardship:

- Develop and implement (with additional help) yearly campaign.
- Responsible throughout year to educate concerning stewardship.

General:

- Develop and implement The Heritage Society
- Recommend insurance carrier for WPC for Session approval.
- Develop proposals for efficient financial operation of WPC
- Tracking of fundraising activities.
- Oversight of WPC Finance Commission Policies and Procedures for Endowment Committee, Heritage Society, Fundraising & Memorial Garden.

Suggested yearly time-line:

Jan./Feb.	-Budget Oversight
Mar./Apr.	-Budget Oversight
May/June	-Scholarship
Sept./Oct.	-Stewardship Campaign
Nov./Dec.	-Budget

