

Job Description: Special Funds Committee Member

Title/Position:

Member of Special Funds Committee

Goal of Position:

As a member of the committee,

- First, you shall promote, by publicity and solicitation, the donation of special contributions to the Church, including endowments, memorials, gifts, and insurance benefits.
- Second, you shall keep orderly records of all special funds for reference by the membership.
- Third, you shall prudently invest such funds so as to encourage their growth and security in a fiscally and socially responsible manner.
- Fourth, you shall make the special funds available (subject to the limitations described in the charter) when needed by the Church. Funds established by the Church's annual budget shall not be included in the funds administered by the Committee.

Duties:

- Manage distribution and growth of Special Funds
- Track fund values for church reporting
- Promote donations to the fund from congregation and friends
- Conduct an annual Recognition Sunday
 - Seek candidates for Recognition
 - Select candidate
 - Publicize and prepare for event
 - Conduct event and solicit donations
 - Track donations and add to Endowment Funds
- Conduct Planned Giving Seminars
 - Seek candidates for Planned Giving
 - Conduct information sessions for candidates
 - Process Planned Giving declarations
- Manage Special Non-Endowment Funds
 - Bunny Clarke Leadership Fund
 - Track yearly earning of fund
 - Present annual check to church for amount of earning
 - To be used for Leadership Development
 - Teaching Church Fund
 - Collect donations and deposit
 - Make money available as needed by church
- Make funds available to church as allowed by Charter
 - Track available funds
 - Review and approve/disapprove requests for funds

- Prepare annual report to the congregation
- Committee chair:
 - Conducts meeting
 - Prepares agenda
 - Speaks for the Committee publicly
- Committee treasurer:
 - Provides monthly tracking of assets
 - Writes checks as needed
 - Deposits funds as received
 - Keeps understandable records for the congregation
- Committee secretary:
 - Keeps and prepares minutes of each meeting
 - Keeps track of committee assets such as memory book, plaques, etc.

Timeframe:

Length of Commitment:

Election by congregation to a three-year term
 Limited to three consecutive terms

Estimated time: Two hours one Sunday per month (more during fund raising periods)

Qualifications Sought:

Knowledge of investment vehicles
 Thoughtful, prudent, and analytical decision maker
 Commitment to the long-term future of the congregation

Benefits:

Satisfaction of providing for the long-term growth and stability of the congregation

Resources:

Special Funds Charter (available on web site)
 Special Funds Process (for handling money and accounts)
 Recognition Sunday Process

Report to:

Board of Trustees