

ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
FINANCE COMMITTEE

WHEREAS, Section C13.08 of the Constitution of St. Paul Evangelical Lutheran Church (hereafter the "Constitution") requires the establishment of a Finance Committee; and

WHEREAS, Section C13.08.01 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the "Bylaws") specifies that the Finance committee shall be appointed by and shall report directly to the Congregation Council of St. Paul Evangelical Lutheran Church (hereafter the "Congregation Council"); and

WHEREAS, the Congregation Council met on May 16, 2011, and affirmed its desire to establish said Committee and to vest in it certain responsibilities and authority;

NOW, THEREFORE, BE IT RESOLVED, that the Congregation Council does hereby establish the Finance Committee (hereafter the "Committee"), to be organized and to operate as follows:

COMPOSITION: The Committee shall consist of the Congregation Treasurer as chair and at least four (4) and not more than six (6) members. Appointment to said committee shall be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this committee after a one year period of separation from service to this committee has occurred. The Church Administrator shall serve as advisor to the Board.

MISSION: The Committee shall endeavor to monitor, evaluate, and recommend matters concerning the finances of the Congregation to achieve and maintain sound financial health.

RESPONSIBILITIES OF THE CHAIR:

The Chair of the Committee shall be responsible for the following:

1. Ensure meetings are conducted in accordance with *Robert's Rules of Order*, latest edition (see Section C10.07 of the Constitution of St. Paul Evangelical Lutheran Church).
2. Ensure minutes are taken at every meeting of the Committee where there is a quorum.
3. Ensure Conflict of Interest statements are completed annually by each Committee member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.

4. Call meetings of the Committee with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.

5. Appoint an Assistant Chair to the Committee.

RESPONSIBILITIES OF THE COMMITTEE:

1. Monitor the cash position of the Congregation and direct the investment of available funds on behalf of the Congregation Council.

2. Monitor the notes payable and notes receivable.

3. Annually accept budget requests from all Boards and compile a draft budget to present to the Council.

4. Communicate to the Congregation the annual budget via the annual plan for ministry and programming.

5. Review, evaluate, and make recommendations to Council about use of contingency funds.

6. Review, evaluate, and make recommendations to Council about finance-related matters.

BRYAN BAESE
Congregation President

CYNTHIA RIFFE
Congregation Secretary