



Doylestown Presbyterian Church

Volunteer Job Title: Finance Committee Member

Reports To: Melissa Hauser, Committee Moderator

Time Commitment:

- The Finance Committee meets on the second Monday of the month at 7:00pm, and meetings last no more than two hours.
- In addition to attendance at monthly meetings, committee members have some duties to carry out that are aligned with the mission of the committee.
- Terms of service are typically three years in duration, with new rotations beginning in June of each year. Volunteers who have completed a three-year term of service may begin a new term after at least a one-year hiatus from the committee.

Purpose: The purpose of this role is to support the DPC strategic plan by helping to ensure the comprehensive management and oversight of all aspects of DPC's fiscal operations.

Duties: Members of the Finance Committee are responsible for the following:

- Developing an annual budget that ensures adequate resources are available for areas of strategic focus
- Being good stewards of DPC resources through sound investment decisions
- Working to eliminate debt and control spending in order to enable DPC to flourish for years to come
- Exercising the option to serve on one or both of these subcommittees: *Investment Subcommittee* (meets on an ad hoc basis to oversee the investments of the MBG Fund, Endowment Fund (EF), and Mission Endowment Fund (MEF)) and *Memorials, Bequests, and Gifts (MBG) Subcommittee* (meets on an ad hoc basis to oversee the promotion, outreach and education of the MBG fund).

Additional Responsibilities of the Committee Moderator: The Moderator is responsible for leading the committee – fostering the idea sharing, communication, and collaboration needed to achieve the committee's mission. The Moderator attends all stated and called session meetings, serving as a representative of the committee. The role of Moderator is typically filled by a sitting Elder, but may be filled by a member-at-large under special circumstances. In this case, the Moderator will not attend session meetings; instead, the committee will have someone in the group who is on session serve as session-committee liaison.

Requirements and Training:

- We seek committee members with a background and/or interest in accounting, finance, or business.
- No specific training is required to serve on the Finance Committee.

Be a bridge for Christ and a beacon of His love.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

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