

Presbytery of the Twin Cities Area
NOMINATING COMMITTEE REPORT
March 13, 2010

We need your help !!

- The Annual Meeting of the PTCA will be on May 12, 2010.
- There are a number of positions to be filled on our committees.

Would you recommend someone? What about yourself?

Committees open to all Church Members and Ministers:

- Advocates for Integrity in Ministry
- Board of Trustees
- Church Development Team
- Commissioned Lay Pastor
- Committee on Preparation for Ministry
- Committee on Representation
- Mission and Witness Committee
- Personnel Committee
- Nominating Committee—contact PTCA Council*

Openings for Elders and Ministers only:

- Committee on Ministry
- Permanent Judicial Committee
- Presbytery Treasurer (*see next page*)

Please complete the following with your name or that of someone you know ... use the back to give us more names . . .

There will be a box by the door to the parking lot as you leave.

Or send it to us: nominations@ptcaweb.org

TO: Presbytery Nominating Committee

RE: Suggested persons for service

NAME: _____

LOCAL CONGREGATION: _____

CONTACT INFORMATION (phone, email, address – as known)

COMMITTEE(S) WHERE YOU THINK THIS PERSON MIGHT SERVE: _____

PARTICULAR INTERESTS, SKILLS, EMPLOYMENT, PAST SERVICE

YOUR NAME (optional) _____

PRESBYTERY OF THE TWIN CITIES AREA(PTCA)

POSTION DESCRIPTION TREASURER

PURPOSE:

To fulfill the functions of a treasurer of Presbytery as set forth in this position description, a financial officer under the Minnesota Nonprofit Act(Minn. Stat. Chap. 317A), the bylaws of the Presbytery of the Twin Cities area, and such other specific responsibilities as assigned by the Presbytery Council. The Treasurer is an officer of the Presbytery and is elected by the Presbytery. This position requires a commitment of about five hours per week.

ACCOUNTABILITY:

The Treasurer is accountable to the Presbytery through the Presbytery Council.

RESPONSIBILITIES:

1. Serves as one of the primary authorized signers on Presbytery bank accounts.
2. Comprehends the bookkeeping methods and procedures of the bookkeeping services and maintains good communications with the director of those services.
3. Reviews monthly financial reports and interprets them to the Board of Trustees, the Council and the Presbytery.
4. Assists in preparation of the annual financial review.
5. Recommends investment vehicles to the Board of Trustees that are compatible with THE INVESTMENT OF CASH ASSETS AND SPENDING POLICY.
6. Serves as a member of the Budget Task Force in developing draft budgets for Presbytery's consideration.
7. Attends the following meetings: Board of Trustees, Presbytery Council, Presbytery, and officers' meetings. Additionally, the Treasurer may choose to attend the annual Fiscal Officers training offered by General Assembly. (Traditionally scholarships have been available through the Synod for this event.)

RELATIONSHIPS:

The Treasurer operates as a member of a team with members of the staff and the Budget Task Force and is a voting member of the Council and the Presbytery. The Treasurer serves as a resource to the Council, the Presbytery, and the Board of Trustees.

OTHER:

The Treasurer must be computer literate and familiar with accounting software. The Treasurer is able to provide financial analysis based on historic trends. The Treasurer must be an Elder or Minister of Word and Sacrament. This position is for a three-year term and it is renewable. An annual stipend of \$1500 is paid plus an allowance for documented mileage expenses.

TO APPLY: Please send a Resume, including the name of the congregation where you hold membership, to nominations@ptcaweb.org