

FAIRHILL MANOR CHRISTIAN CHURCH
ROLES & RESPONSIBILITIES
STEWARDSHIP/FINANCE MINISTRY

(Updated 04/12/23)

ROLES & RESPONSIBILITIES STATEMENT OF THE STEWARDSHIP/FINANCE MINISTRY QUOTED FROM THE BY-LAWS OF FAIRHILL MANOR CHRISTIAN CHURCH UNDER ARTICLE II, SECTION A IS AS FOLLOWS:

“The stewardship/finance ministry shall develop within the membership an understanding of the full meaning of Christian financial stewardship so that each person in the congregation may build upon his/her character, be spiritually enriched, and give thanks to God through support of the ministries of the church. This ministry shall also be responsible for promoting regular financial stewardship education, supervising the preparation, and underwriting of the church budget, keeping accurate records, and promoting and managing the Gifts, Memorials and Bequests Policy of the church.”

This document lists the various roles and responsibilities of the Stewardship/Finance Ministry by various time periods of the year. It is to be updated annually at the start of each year, distributed to the members of this ministry, and posted to the FMCC website.

DAILY RESPONSIBILITIES

- Manage the Givelify online giving process as needed.
- Address congregation requests regarding questions with the On-Line Giving Process for Givelify.
- Provide support for Epson 7820-WF printer, Carbonite Back-Up Software and Norton 360 Internet Security Software.
- Pick-Up Office Supplies as needed for the Administrative Assistant
- Scan Important Records onto the external hard drive located in the records room on the third floor of the church. This is part of the Records Retention Project that was started in August 2021.
- Assist with functions at the church when possible.
- Assist Trustees when needed.

- Work closely with Office Max to ensure competitive pricing for printer cartridges and other office supplies.

WEEKLY RESPONSIBILITIES

- Check mailbox for important internal and external mail.
- Address any issues that relate to the Stewardship/Finance Ministry
- Make sure Carbonite back-ups are being performed on the external drive for the Records Retention Electronic Filing System.

MONTHLY RESPONSIBILITIES

- On the first day of the month log into BNY Mellon website and download investment portfolio transactions from the Reese Family Trust into Excel.
- Update Excel Tracking spreadsheet for Reese Family Trust which includes the historical data, comparative analysis, and investment detail report.
- On the 3rd workday of the month, download the monthly BNY Mellon Investment Statement for the Reese Trust and review it against the download data from Workday #1.
- If there are any questions or anomalies relating to the review, contact Andrew Wolensky at BNY Mellon via email at andrew.john.wolensky@bnymellon.com.
- After statement review is completed, sign-off on the report and attach the Excel reports to it and load the scanned file to the external hard drive at the church.
- On the third workday of the month log-on to the PNC Bank website to access the monthly Account Statement for the Fawcett Charitable Trust. Review the statement for clarity, update the tracking spreadsheet, and sign-off on the Account Statement.
- If there are any questions or anomalies relating to the review contact Peter Molinaro, Investment Advisor, at peter.molinaro@pnc.com. Once the statement review is completed, sign off and date the document and scan it to the external hard drive at the church.
- Print out monthly gas and oil royalty report from Antero Resources and Range Resources and review. Update tracking spreadsheet of royalties and advise finance committee of any key information and communication from Antero or Range Resources.
- Log-on to the Disciples of Christ website to obtain updated outstanding balance of our loan with Church Extension for the Roof Renovation Project and provide the information to be placed in the Newsletter and Board Report.

- Prepare agenda for monthly Stewardship/Finance Ministry meeting and distribute to committee members.
- Post the status of the offering vs. the budget on the bulletin board in the hallway and discuss any major issues at our monthly meeting.

EVERY 2 MONTHS – JANUARY, MARCH, MAY, JULY, SEPTEMBER, NOVEMBER

- By the first of the month when the Board Meeting is to occur prepare and submit the Stewardship Finance Ministry Report to the Administrative Secretary to include in the Board Report.
- In early January of each year the Stewardship/Finance section for the Annual Report must be completed and submitted to the Administrative Secretary.
- Attend Board Meetings every other month as scheduled.
- Provide any agenda items to the Board Moderator that the Stewardship/Finance Committee wants to discuss at the Board Meeting. This should be done several days prior to the meeting so it can be added to new business in the Board Report.

ANNUALLY

- In January schedule a meeting with Bob O’Korn for an annual review of investment accounts which include the Permanent Fund, Parsonage Fund, Youth Fund and Discretionary Fund. Discuss the performance of our investments over the past year, make any recommendations as they relate to adjustments to the portfolio and discuss what the current year looks like along with any risks or opportunities that we should be aware of.
- January – update Reese Scholarship applications, make sure most recent copy of both is on the website, make sure everyone (including pastors, administrative assistant) knows which application is which and where to find them.
- In January update 3 Year Income Statement & Balance Sheet for prior year.
- In February of each year review the Building Use Policy with our Trustees and make necessary changes relating to square footage cost on leasing the building to third parties and any adjustments to the policy itself. Complete by March 15 of each year and send review to the Administrative Assistant so it can be posted to the church website.
- By March 31 of each year review the roles and responsibilities of the members of the Stewardship/Finance Ministry to rebalance responsibilities and address new opportunities for the upcoming year.
- In April schedule meeting with BNY Mellon for the annual review of the Reese Charitable Trust Fund.

- In May review the applications from McGuffey, Wash High and Trinity for the \$500 Reese Scholarship Awards, select the recipients of the award and present the awards at the high school awards ceremony.
- In June, normally the first Sunday of June, one member of the Stewardship/Finance Ministry will participate in Graduate Sunday during worship; will give a brief explanation of the Reese Scholarship Program and announce the winners from the three schools which include Trinity, Wash High, and McGuffey.
- In July select the recipients of the \$2,000 Reese scholarship awards for our FMCC youth members pursuing college degrees and present the awards to them on Scholarship Awards Sunday.
- In August renew subscriptions for Norton 360 & Carbonite software.
- During the months of July and August hold preliminary budget discussion meetings with the Personnel Committee, Trustees, and the Stewardship/Finance Ministry to address planning items, compile a budget planning list and to identify and execute continuous improvement opportunities in the budget planning process.
- During the months of August through October work with the Senior Pastor to develop and carry-out the Stewardship-Campaign.
- In August meet with other ministry groups to compile budget requests and plans for the coming year.
- In September handle subscription renewals for the Copyright & Streaming licenses with CCLI.
- In September and October execute the budget planning process through group meetings and update budget spreadsheet for review. In November execute final budget changes, complete final review and present to the Board for approval to take to the congregation.
- During the first Sunday of November, which is All Saints Sunday, communicate to the congregation the importance of the Gifts, Memorials, and Bequests Policy.
- In November prepare payment to GoDaddy for website support and other software renewals.
- In December present Final Budget to congregation at the congregational meeting for review and approval.
- In December instruct the Administrative Assistant to include information about the Reese Scholarship program in the January newsletter.
- In December prepare the Epson 7820 WF printer spreadsheet used to track printer cartridge usage and email the Administrative Assistant.
- In December prepare and discuss the goals of the Stewardship/Finance Ministry for the upcoming year.

ONGOING RESPONSIBILITIES

- Drive continuous improvement within the Stewardship/Finance Ministry and continue to create synergies with other FMCC ministries so that all FMCC ministries know their roles and responsibilities.
- Work closely with the Trustees to provide financial support for daily upkeep and long-term support of the church building and other assets. This includes an annual review of the Building Use Policy.
- Assist Trustees with preparation of a multi-year budget during our budget process to identify key projects and to communicate those projects to the Board and the Congregation.
- Maintain permanent electronic file storage for church records and ensure that they are stored safely and securely. Differentiate between critical and important records to ensure that the critical records are protected from the risk of fire, flood, or other disasters. Ensure that our decision making is in line with the Church Constitution.
- Participate in fund raising activities and provide financial support when needed.
- Assist with helping with Funeral Dinners as much as possible.
- Assist with clean-up projects around the church to help identify potential operational and financial issues.
- Maintain the laptop, scanner, and paper shredder that was purchased in July 2021 for the purpose of electronically scanning and storing important church records.
- Work with the congregation when necessary to obtain outside funding to support church projects.
- Lead and facilitate the education of promoting the Gifts, Memorials, and Bequests Policy.

LIST OF IMPORTANT CONTACTS

<u>CONTACT NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Troy Wilson – BNY Mellon	412-234-3885	troy.wilson@bnymellon.com
Andrew Wolensky – BNY Mellon andrew.john.wolensky@bnymellon.com	412-236-1976	
Peter Molinaro – PNC Bank	412-762-9362	peter.molinaro@pnc.com
Alexandra Laughlin – PNC Bank	412-209-4730	alexandra laughlin@pnc.com
Bob O’Korn – Cetera Investments	724-743-7900	okornr@ceteranetworks.com
Antero Resources	303-357-7310	talsobrook@anteroresources.com
Carbonite	877-901-3282	carbonite.com (website)
Powerchurch Software	1-800-486-1800	powerchurch.com (website)
GoDaddy	480-505-8877	godaddy.com (website)
Comcast	844-793-2594	xfinity.com (website)
Epson – Printer Support	1-800-463-7766	epson.com (website)