

FIRST CHRISTIAN CHURCH
FINANCIAL SECRETARY

JOB DESCRIPTION

1. Receive all tithes, offerings, and designated gifts to the congregation and keep accurate records of the source and amount of the same.
2. Deposit all income to proper accounts of the Church.
3. Provide the Church Treasurer with copies of all deposit receipts and records of designated gifts and bequests.
4. Prepare and mail or deliver during January each year annual giving statements to contributors.
5. Serve as a member of the Stewardship and Finance Committee.
6. Perform any other duties as may be assigned by the Board or Board Chair.