

September 7, 2014

**Church Treasurer**  
**Pleasant Grove Baptist Church**

**JOB DESCRIPTION**

**GENERAL:**

The Church Treasurer shall receive, record, and deposit all money related to the church's ministries.

**SPECIFIC:**

**1. Responsible for all money/offerings to the church**

- Receive all monies and things of value
- Itemize an account of all receipts on weekly teller sheet
- Deposit all monies in bank each Tuesday
- Post each contribution to church member records
- Maintain all contribution and membership records
- Prepare and distribute contribution reports to church members semi-annually
- Order, assign and distribute offering envelopes to church member annually
- Acknowledge all honorariums and memorial gifts
- Enter registrations for players and payment information for Upward Ministry sport participants
- Maintain in confidence all monies and items of value given to the church

**2. Responsible for record keeping**

- Maintain sign up/paid worksheets for all member paid church trips
- Create, publish and distribute weekly "Happenings"
- Maintain all church Sunday School attendance reports
- Compile and prepare Wednesday Night Super Reservation List
- Prepare new member packets
- Prepare and mail weekly visitor letters

**3. Other responsibilities**

- Secretary for Church Council – prepare agenda, prepare calendars for council members, take minutes of meetings, create church calendar
- Submit requests for use of facilities and fields to Church Council for approval, and upon approvals schedule reservations and collect deposits and fees
- Answer phones on Monday and Tuesday
- Assist with collecting mail daily
- Backup Financial Secretary and Church Secretary

**4. Report directly to the Senior Pastor undertaking additional activities and special projects as assigned by Senior Pastor.**

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**Employee Signature**

**Date**

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**Personnel Committee Signature**

**Date**