

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener Treasurer**

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries have a trial time to assist further with this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

The Church's building and ministry are entirely enabled by the generous gifts of parishioners. As such the church desires to manage these gifts wisely and effectively. While the Churchwardens have the overall fiduciary responsibility to manage the church's resources, the treasurer assists the Churchwardens in this task and is integral to the proper accounting, recording, and reporting of all the church's financial accounts.

The treasurer ensures that the church's financial records are accurate, using appropriate accounting procedures, and follows all procedures as outlined by Revenue Canada and the Diocese of Huron.

### **What gifts and skills are helpful for this role?**

- accounting, financial and computer skills
- able to maintain confidentiality
- able to work independently but in close coordination and cooperation with the Churchwardens, the Bookkeeper, the Giving Coordinator, the Parish Administrator and the Investment Committee

### **What to expect?**

- The treasurer assists the Churchwardens with their financial accounting responsibilities. If no treasurer is appointed, the churchwardens have the responsibility of keeping all records of financial accounts. Whether or not there is a treasurer, all financial accounting of the congregation is the responsibility of the churchwardens (Canon 18, Sec. 15).
- Approximately 1.5 days each month are needed for financial records upkeep, which may include occasional attendance at monthly parish council meetings and occasional attendance at wardens and rector meetings.

TREASURER

Updated September 2022

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### **Responsibilities**

- Work with the bookkeeper to prepare regular financial statements for Parish Council
- Work with the wardens in the fall for budget preparation
- Work with the bookkeeper to ensure HST/GST rebate statements are submitted to Revenue Canada
- Work with the bookkeeper and wardens to prepare the financial statements for the annual Vestry meeting
- Work with the bookkeeper and wardens to prepare the financial statement for the Diocese
- Ensures T4 statements are completed and submitted as required
- Work with the bookkeeper/accountant to prepare the annual returns for Revenue Canada
- With approval from the wardens, the treasurer can transfer money between accounts as needed

**Accountability:** To the Churchwardens