

Journey With Christ
Position Description: Treasurer

General Qualifications

- Live the life of a disciple daily through:
 - Prayer
 - Study
 - Service (action)
- Regularly attend a local church
- Actively participate in the Journey With Christ (JWC) Community:
 - Serve on at least one Journey Team each year.
 - Serve on Love Team and attend JWC weekend services (Send-off, candle light, Closing) at least once per year.
 - Pray for Directors, Team members, Board members, Community, and other Journey With Christ needs.

Treasurer Responsibilities

JWC Board Responsibilities

- Participate in JWC Board Meetings to include:
 - Provide a report of activities since the last JWC Board Meeting.
 - Recommend changes to JWC Policies or Bylaws to address lessons learned.
 - Nominate Director candidates.
 - Nominate Board member candidates.
 - Participate in Board discussions.
 - Make motions.
 - Second motions.
 - Vote on motions brought before the Board.
- Participate in Board discussions that take place outside of official meetings (generally email discussions).
- Keep the Community informed of Journey With Christ activities, issues, and needs.
- Inform Board of Community issues and needs.
- Serve on a JWC Committee

Treasurer Specific Duties

- Issue checks for upcoming Journeys
 - Send check request to upcoming directors
 - Issue checks per their instructions mailing them to core team members
 - Issue check to church for upcoming weekends

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- After the weekends follow-up with Directors/Core Team members to ensure receipts/expenses have been submitted
- Pay JWC bills
 - License JWC trailer
 - CCLI License
 - Liability insurance
 - Fees associated with the JWC website
- Reimburse community members for approved expenses occurred on JWC behalf
 - Trailer Supply Guardian
 - Registrar (Mailing supplies/stamps/crosses/background check fees)
- Record/deposit JWC gifts sent all year long
 - Send out tax-return statements before the end of January
- Work with Registrar concerning work fees/submittals
 - Log deposits into finance software
- Record Amazon Smile direct deposits
- Reconcile (balance) financial software vs checking account at month end
- File JWC weekend expenses in a clear manner each weekend having its own space
- File JWC 990N before end of May
- Prepare 'Treasurer Reports' for upcoming board meetings.
 - Including bank accounts starting balances and ending balances for the period between each board meeting and what expenses were occurred in between.
 - Include which expense reports you are waiting for and from whom.
 - Email report to Board Secretary
- Make sure current president is signer on checking account and past president has been removed at year end.
- Work with JWC board president to ensure yearly audit has been completed per Journey By-laws.
- Get upcoming weekend location information from Church finder and get the information to the Gary DeGuire insurance agency as soon as it becomes available.
- Other duties as assigned.

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25