

United Church of Christ East Goshen **Financial Secretary**

UCCEG- Job Description Financial Secretary

The Financial Secretary is a member of the Financial Team and thus works with the Treasurer, Assistant Treasurer, Vice President and Pastor in making recommendations to Church Council regarding financial decisions.

Responsibilities Include:

- Work with other finance officers and support overall stewardship effort. Work to strengthen and grow the generosity of UCCEG. Work to bring non-pledgers on board as pledgers.
- Maintain individual and family contributor records.
- Keep clear and transparent communication with givers of UCCEG, including calling and contacting them when behind on pledges to keep pledge records in good standing; calling those who have over-paid or paid ahead to understand their giving for the remainder of the year.
- Prepare and distribute quarterly and annual giving statements to members/ friends with a comparison to pledged amounts when applicable.
- Prepare pledge activity reports for Council and finance officers.
- Inform Pastor of the names of givers of Memorial gifts so that the Pastor can inform the family of such gifts.
- Prepare and distribute "Thank You" notes acknowledging gifts to Memorial Funds and also gifts from new givers whenever possible.
