



Finance Committee

ESTABLISHED: July 24 1968¹; October 6, 1968²

HISTORY:

The Finance Committee (hereafter referred to as “Committee”) is one of the original Session standing committees established by Westminster Presbyterian Church in 1968. It is equal in authority to its fellow standing Session committees and subordinate to Session.

COMPOSITION:

The Committee shall be comprised of the following:

- **Up to two (2) Ruling Elders**, one of whom shall serve as Chairman
- **One (1) Deacon Representative** who may also serve as the Assistant Treasurer.
- **Recording Secretary** (either a Ruling Elder another member of the Committee)
- **Minimum of 3 members-at-large** from congregation whose names have been approved by both the Committee and Session.
- **Church Treasurer** (ex-officio), who shall be the Treasurer of the Corporation³.
- **Assistant Church Treasurer** who may serve as the Deacon Representative.
- **Executive Pastor** (ex-officio)
- **Church Administrator** (ex-officio)
- **Finance & Human Resources Coordinator** (ex-officio)

The total number of active Session members and full-time staff members on the Committee shall not exceed 50% of the Committee’s total membership.

Senior Pastor: The senior pastor is an ex-officio member of this Committee. He may attend regular and/or special meetings as necessary. Because the senior pastor is an ex-officio member of all standing Session committees of Westminster Presbyterian Church, his attendance does not affect the above Committee membership composition, nor does it count toward determining a meeting quorum.

Term Limits: Unless otherwise determined, Committee members serving as members-at-large shall serve up to two (2) consecutive three-year terms before a mandatory one-year furlough.

GOVERNANCE:

Meetings of the Committee shall be conducted according to *Robert’s Rules of Order*. A simple majority (51%) determines the Committee’s action; however, a super-majority (80%) is preferred. The Committee’s quorum is 50% of the members.

Ex-Officio members are members of the Committee by virtue of the position he or she holds. Ex-officio members of the Committee shall have full voting rights as term-limited members, and their attendance at Committee meetings counts towards determining a quorum.

PURPOSE:

To assist Session in fulfilling its responsibilities of fiscal and legal oversight and to promote stewardship principles to the congregation, staff, and volunteers.

RESPONSIBILITIES:

The Finance Committee is responsible for financial planning and reporting; communication of financial information to Session and the congregation with transparency; oversight of internal control policies, structures, and procedures that safeguard ministry assets, support ministry goals, and encourage accountability with stewardship of God’s resources as the first priority; ensuring the church (and corporation) remains compliant with tax laws and financial regulations; oversight of risk management; oversight and direction of investment funds; and assisting Session standing committees to link visionary thinking with detailed financial planning.

¹*Officers, Staff, and Committees of Westminster Presbyterian Church*; Wilbur A.R. Siddons papers, Westminster Presbyterian Church Archives.

² Congregational meeting at Westminster Presbyterian Church joined the RPCES and at which Session and its standing committees were formally established by the congregation. *A Good Work Begun* (2018), page 64.

³ See Westminster Presbyterian Church By-Laws (1969; rev. 1983; rev. 2013; rev. 2023)