



Course Syllabus

Now That You're The Treasurer: United Church of Christ Financial Leadership Training

Course Duration: 10 weeks (10 one-hour sessions)

Course Description:

This training program is designed to prepare newly elected treasurers in the United Church of Christ to effectively fulfill their role. Participants will learn about the corporate duties of a church treasurer, how to oversee church finances with a missional focus, establish policies and procedures, implement segregation of duties, make mission-focused financial decisions, interpret financial reports, and prevent fraud in the church.

Each session is designed to be dialogical in nature. Some will begin with a PowerPoint presentation followed by group discussion. Others will be group discussions facilitated by the course facilitator.

Facilitator: Keith Clark-Hoyos

Session 1: Duties of Church Officers

- Understanding the various roles and responsibilities of church officers
- The treasurer's role in church leadership and governance
- Collaboration and communication with other church officers

Session 2: The Role of the Treasurer

- In-depth exploration of the church treasurer's responsibilities
- Handling financial transactions, record-keeping, and reporting
- Legal and ethical obligations of a church treasurer

Session 3: Mission & The Bottom Line

- The connection between the church's mission and financial decisions
- Aligning financial management with the church's mission and vision

- Ensuring transparency and accountability in financial matters

Session 4: Segregation of Duties

- Understanding the importance of segregation of duties in financial management
- Implementing effective internal controls to prevent financial mismanagement
- Best practices for safeguarding church finances

Session 5: Financial Reports - Part 1

- Introduction to financial statements and reports
- Interpreting the Statement of Financial Position and the Statement of Activities
- Identifying key financial metrics for decision-making
- Group Evaluation of financial reports of various anonymous churches.

Session 6: Financial Reports - Part 2

- In-depth analysis of financial statements
- Interpreting cash flow statements and fund accounting
- Using financial data to support mission-driven decisions
- Group Evaluation of financial reports of various anonymous churches.

Session 7: Preventing Church Fraud

- Recognizing common types of fraud in churches
- Implementing internal controls and fraud prevention measures
- Issues specific to smaller congregations

Session 8: Accountable Plans

- Exploring accountable reimbursement plans for staff and volunteers
- Ensuring compliance with IRS regulations
- Managing tax-exempt status and tax reporting

Session 9: Budgets That Inspire Giving

- Creating budgets that reflect the church's mission and vision
- Strategies for inspiring stewardship and giving
- Allocating resources for mission-driven activities

Session 10: Effective Treasurer's Report

- Preparing and presenting treasurer's reports to the church leadership and congregation
- Communicating financial information effectively
- Supporting decision-making with financial data

Course Materials:

Each session will be dialogical in nature. Some PowerPoint presentations will be made and the slides will be distributed after the discussion.

Participants are encouraged to bring their church's financial documents for reference.

Assessment and Grading:

This cohort is a voluntary participation training available to those who choose to increase their knowledge and skills in serving the church. No written exam is required.