



The
United
Reformed
Church

EAST MIDLANDS SYNOD COUNCIL

Finance



Your guide to the role and responsibilities of this Synod Council Group

New ways of supporting our Synod Mission in a rapidly changing world

What is the Finance Group?

The Finance Group provides a key service to Synod in preparing and managing the Synod budget, agreeing Ministry and Mission contributions from local churches, liaising with Church House on financial matters, encouraging stewardship and supporting local church treasurers.

What are its primary responsibilities?

Financial Planning - to identify the financial support needed to meet the strategic plans and objectives proposed by the Synod Council and prepare and monitor the annual Synod budget.

Ministry and Mission Fund (M&M) - to approve the annual M&M contribution form, receive offers from the churches and agree the amount the Synod can offer to Church House for the following year; to monitor M&M giving throughout the year and provide support to any local churches experiencing difficulties.

Stewardship - to promote TRIO, tithing, legacy and other programmes to strengthen the giving of local churches.

Liaison with Church House - the Synod Treasurer will represent East Midlands Synod at URC-wide events e.g. Inter-Synod Resource Sharing and Treasurers' meetings, and feed back to the group.

Financial procedures - the Group will be responsible for agreeing procedures for secure banking and petty cash arrangements, contracts with suppliers and payment of expenses of staff and volunteers.

The Group will be responsible for the annual review of **staff salaries**.

The Group will undertake the annual **Synod Risk Assessment**.

Who are the members of the Group?

- ❖ A Synod appointed convenor who will also be a trustee of the Synod Trust
- ❖ The Synod Treasurer
- ❖ Six county-based finance networkers
- ❖ The Synod Ministry and Mission Officer
- ❖ A property expert
- ❖ A minute taker will be in attendance but not vote
- ❖ The Synod Trust Officer can be invited or ask to attend for particular agenda items
- ❖ The group will be responsible for filling its own vacancies, in accordance with Safer Recruitment

How will it work with, and support, local churches?

The finance networkers and finance enablers will **advise local church treasurers** on any matters to do with accounts e.g.: bookkeeping, financial records, paying expenses, budgeting, preparing annual accounts for examination or audit.

The finance networkers will work with local churches to agree their **annual M&M offer** and help resolve any concerns they have. They can bring requests for changes to M&M contributions to the Finance Group for decision.

The Group will encourage local churches to follow **stewardship programmes**, such a TRIO, and share their experiences with others.

The Group will approve **expenses claim forms and procedures** to ensure representatives to Synod and serving on Synod groups can claim and receive expenses payments promptly and accurately.

What are the key links with other areas of the Synod?

1. East Midlands Synod Trust

For financial planning and budgets

For responding to requests for extra-budgetary expenditure

For advice on any financial matters related to property

For approving financial policies and procedures

2. Synod Council

For identifying and agreeing financial resources to meet the strategic plans and objectives set for Synod

3. All Function and Focus Groups

For annual budget setting and financial control

For receiving and responding to requests for extra-budgetary expenditure

For raising awareness of grant funds

4. Training and Development Group

For identifying the training needs of finance networkers, enablers and local church treasurers and signposting suitable training courses

For promoting stewardship programmes

5. Lay Ministries Group

For identifying and supporting local church treasurers

For advising on the recruitment of Resource Area Treasurers

6. Call Process Team

For supporting the team advising local pastorates on financial matters in Terms of Settlement and financial arrangements in Resource Areas.

How can I get involved?

Think about becoming a finance enabler or networker and say 'yes' if approached by your church! These are vital roles which will interest anyone who enjoys working with money and accounts. They also offer great job satisfaction!

This leaflet is produced by the Synod Structures and Priorities Review Group, who will be providing a series of leaflets about the new Synod Council and its supporting functions to assist you in understanding the changes. September 2018