

FINANCIAL SECRETARY JOB DESCRIPTION

October 2025

The First Congregational Church, UCC, Stockbridge

DESCRIPTION: The Financial Secretary (FS) will collect, deposit, record, report, and acknowledge all direct revenue (other than investment earnings) for The First Congregational Church, UCC, Stockbridge.

ACCOUNTABILITY: The Financial Secretary is employed by the Church, as voted by Council in consultation with the Pastor and the Treasurer. The Financial Secretary collaborates with the Treasurer and the Administrator for the processing of and communication regarding incoming revenue. The Financial Secretary is immediately responsible to the Treasurer and the Pastor of the Church. As stipulated in the Church By-Laws, the Financial Secretary is supervised by the Pastor. Given the nature of the position, the Treasurer will provide direction regarding questions of process and procedure.

RESPONSIBILITIES: The Financial Secretary (FS) is responsible for the following:

Congregation Related Responsibilities

- Collect and secure the Sunday worship offerings immediately following the service or assure that a responsible substitute does so.
- Be part of a counting team to ensure that all cash revenue is counted according to best practices.
- Record all contributions in the donor data base (Breeze), maintaining this data base for all members, pledgers, and other contributors. The FS will respond to questions that any contributor may have about the record of their contributions.
- Three times each year, prepare and send a year-to-date statement of all contributions by those who have pledged for the current calendar year.
- At the end of the calendar year, and no later than January 31 of the following year, prepare and send a statement of all contributions made by any individual for the entire previous calendar year. These statements include a cover letter clarifying the purpose of the mailing. The year-end statement and letter are prepared to be used for tax purposes and includes only tax-deductible contributions, not including contributions made in exchange for goods and services.
- Provide contribution envelopes for church attendees who request them.

Church Reporting Related Responsibilities

- Using church worksheets, organize and record all receipts on a weekly basis; including: (a) revenue for the Operating Account, such as pledges, loose offering, church use fees, special gifts; (b) all contributions to the Restricted Funds, as outlined on the sheet provided by the Treasurer; and (c) contributions to the Capital Campaign Account.
- Prepare deposits and deliver them to Berkshire Bank for deposit to the appropriate bank accounts. This is to be completed weekly in a consistent fashion, preferably as early in the week as possible. Scheduling to be determined in consultation and approval with Treasurer. Deposits will include all revenues received through the mail, Sunday worship, or the church office during the previous week. Exceptions to the schedule may be made with consultation and approval of Treasurer.

- Prepare weekly reports of all deposits made to the Operating Account, the Restricted Account, and the Capital Campaign Account at Berkshire Bank; and send via email to the Administrator, Pastor, and Treasurer.
- Collaborate with the Administrator regarding any changes, issues, or needs regarding the Breeze database or the church website.

Additional Responsibilities

- Be available to the Treasurer, the Pastor, and the Chair of Trustees for questions or special reports requested for their use.
- Work with Pastor and Treasurer to develop and implement back-up procedures/people in the event of an emergency, to carry on the functions of the FS.
- Be available to the Trustees for the annual Stewardship Campaign.
- Assist church members who are responsible for special collections. FS will collect, record, and deposit special collections in the appropriate restricted fund, as outlined on the sheet provided by the Treasurer.
- Since the Service League and the Stockbridge Festival Chorus maintain their own bank accounts, receive contributions and revenues from their projects directly, account for these revenues independently, and are responsible for any acknowledgement to their contributors, the FS has no formal responsibility to them.

SUPPORT of the FINANCIAL SECRETARY: The Treasurer, Administrator, and Pastor shall assist the FS, as needed, to identify the sources, designations, or restrictions of any revenues received by the FS. The church, through the Treasurer and Trustees, shall provide the facilities needed for the FS to fulfill the responsibilities listed above. All counting of checks and cash and preparation of deposits are to be done in the church office, preferably in the presence of a second person. While space and equipment are provided in the church office for the FS, the data entry functions and reports can be done remotely through Breeze.

COMPENSATION & BENEFITS: Compensation for this position is determined by the Church Council following input from the Personnel Committee as part of the annual budgeting process. Currently the compensation is \$5,620 per year.

Candidate (date)

Teresa Wise, *Moderator/Chair, Church Council* (date)