**Certificate for Church**

**Treasurers**

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**Office of Treasury Services**

**Western North Carolina Conference**

**The United Methodist Church**

**United Methodist Foundation**

**Of Western North Carolina, Inc.**

Statement of Vision, Purpose and Hopes

**Vision:** Church treasurers becoming informed and trained in the task of efficient and effective management of local church finances

**Purpose:** To serve the Western North Carolina Conference local church volunteer treasurers by offering a training school with curriculum and experience monitoring that leads to certification as a Certified Church Treasurer.

**Hopes:**

* Commitment to integrity and fiduciary responsibility for church financial management
* Understanding of sound financial practices and controls of accounting from the perspective of GAAP and the UMC Book of Discipline
* Comprehension of the United Methodist apportionment system and funding
* Conversant with clergy compensation, taxation and benefits
* Knowledge of resources and networks for further training and support
* Exposure to church legal, property, insurance and tax issues relevant to local church financial management.

**Strategy**

**Governance**

The CTP will be jointly offered and operated under the direction of the WNCC Treasury Services and the United Methodist Foundation of WNC. Endorsed by the WNCC Board of Laity.

**Personnel**

Dr. Mark King, Conference Treasurer Host, Sessions I, III and IV

Rev. David Snipes, Executive Director, UMFWNC Host, Sessions II, IV

Conference Staff

UMF WNC Staff

Other guest personnel as determined to lead certain sections

**Funding**

Requirements include honorariums/travel for speakers; Venue costs; Supplies; Certificates; Refreshments and other items for graduation; Promotion and Marketing. Total estimated expense for initial year is $3,000 funded by a grant by UMFWNC.

$25 registration fee for each attendee includes lunch for each session day.

Sessions limited to a maximum registration of 25 persons.

**Program and Curriculum**

Four Days: Accounting; Stewardship; Legal & Tax; and United Methodism, 5 hours each (10 am – 3 pm)

**Marketing and Communications**

UMF will coordinate marketing with WNCC Office of Communications can support

Promoted through all WNCC Board of Laity venues

**Program Summary**

**Enrollment Criteria**

Target audience: Local church volunteer lay treasurers

Elected by Charge Conference

Commitment to four weekend session attendance

Recommended by Pastors in charge

**Program/Curriculum Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Session 1 Accounting  2/22/20 | Session 2 Stewardship  2/29/20 | Session 3  Tax and Protection  3/21/20 | Session 4  UMC  3/28/20 |
| Accounting Structure | Annual Giving | Property Issues | United Methodism |
| Financial Statements | Designated & Capital Giving | Insurance | Local Church |
| Income & Receivables | Planned Giving | Clergy Comp & Benefits | Legal |
| Expenses & Payables / Payroll | Budgeting | Tax | Apportionments |
| Fund Balance & Designated Accounts | Cash Management | Audit | Reporting & Forms |
| Banking | Investing |  | Resources |
| Software | Endowments |  |  |

Each track ends with a simple quiz/exam of no more than 10-15 questions covering material.

**Completion Requirements**

Completion of all four tracks within one year

Recognition with certificate “suitable for framing” at Annual Conference