

SUMMARY OF CONGREGATIONAL FINANCIAL OFFICERS DUTIES

- Assigning a new CFO – Approval Process:
 - Pastor Appoints
 - Bishop/ MFO Approves
 - Congregation sustains
- General Idea of CFO Duties:
 - Financial Management-recording all contributions that come through the congregation (this includes local PAT)
- Budget & Planning:
 - Budget Process – Program/Mission Directions as part of the Pastorate team
 - Audit – Internal Year End Closing
 - Quotas & Assessments – set by the MCFO and approved by the CEM Conference
- Oblation:
 - Philosophy: Used for social ministries and given as a **grant** to persons or families based on qualifications and genuine need as part of a broader relationship or ministry
 - Qualifications:
 1. Members and friends who have a significant link with the Church.
 2. Spouse and children who are not members of the Church.
 3. Persons with whom the Church is involved in ministry on an ongoing basis.
 - Assistance limits available: - Per Family
 - CFO - \$ 400/month up to 3 times year
 - Mission - \$1000/month up to 3 times year
 - This does not mean that a family could get (1,200+3,000=4,200)
 - The limit for a family in a year is \$3000
- Government Reports – Charitable Status
 - Must file T3010 within 6 months of year end
- HST Rebate possibilities: - 50% of GST and 82% of PST paid on items not-for-profit (see manual for special formula and forms)
- Building Projects
- Insurance & Risk Management – high risk activities
- Rental Procedures – legal, insurance of renting group, agreements
- Other Issues:
 - Copyrights
 - Use of Name and Trademark
- Legal Issues Checklist:

When confronted with an issue:

 1. Always consult your Mission Financial Officer.
 2. Watch for immediate potential for harm to body or property.
 3. Do contact appropriate government authorities (police, children’s aid, whoever)
 4. Check with World Church Legal and Risk Management.
 5. Document what is happening and what you are doing.

Privacy Legislation (Personal Information Protection and Electronic Documents Act - PIPEDA)

- Applies to all organizations engaged in the collection, use and disclosure of personal information in relation to commercial activities.
- We as a charity are under a legal obligation with respect to the privacy of personal information within our purview
 - Information in our membership database and congregational directories
 - Information that we obtain when registering youth to camping programs (especially health)
 - Information that we obtain when registering members for camps and reunions
- People that own their personal information have a right to say how it is used.
- The law explicitly includes the “selling, bartering or leasing of donor, membership or other fundraising lists” within the definition of commercial activity
- We need to be reasonably diligent to ensure that there is adequate consent and sufficient protection in obtaining, using and safeguarding personal information
- In general, make sure that the information that you have on the congregational directories contains the following statement, *“The information provided in this directory is published with the permission of those listed and is for the sole use of members of this congregation. No other use of this information may be made without the expressed written permission of the congregation.”*
- All camping and registration forms will need to include a policy statement on why the information is being gathered and that it will be destroyed following the camp/event. It will also include a signed consent by the participant/guardian.
- Review and make changes to Herald in Every Home as needed
- MIS (Shelby) – knowledge of availability
 - Shelby Responsibility/Access Descriptions**
 - Recorder** – Inquiry & Update to:
 - Church Tab - Membership, Friends, Miscellaneous, Registration, GlobaFile
 - Financial Officer** – Inquiry & Update to:
 - Church Tab – Contributions, Membership, Friends, Miscellaneous, GlobaFile (to add new contributors and assign envelope numbers only)
 - Financial Tab – All Modules
 - Presiding Officer** – Inquiry to:
 - Church Tab – Membership, Friends, Miscellaneous, Registration, GlobaFile
 - Financial Tab – General Ledger Reports
 - Accounting Clerk** – Inquiry and Update to:
 - Financial Tab – All Modules
 - Contributions Data Entry** – Inquiry & Update to:
 - Church Tab – Contributions, Membership, Friends, Miscellaneous, GlobaFile (to add new contributors and assign envelope numbers only)
 - Youth Worker** – Inquiry to:
 - Church Tab – Membership, Registration, GlobaFile
 - Inquiry Only** – Inquiry to:
 - Church Tab – Membership, Registration, GlobaFile
 - Full Rights** – Inquiry and Update to:
 - ALL MODULES AND SYSTEM FUNCTIONS