

The Financial Secretary shall be responsible for his share of the total objectives of the Board of Stewardship outlined under the duties of this Board and in the By-Laws. Furthermore, he shall be personally responsible for:

1. The accurate counting of all receipts for the congregation and to that end shall enlist the assistance of members of the Board of Stewardship and/or Ushers. He shall record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the Pastor(s) concerning contributions by nonmembers.
2. The issuance of regular quarterly statements to members, showing their offerings to date.
3. Requisition and distribution offering envelopes.
4. Give a quarterly report to the Voters' Assembly.