

The Treasurer

Serves as a member of the Alpha Team and reports to the Director.

This person is responsible for handling all budgets and finances related to the Alpha course.

Qualifications

Experienced accountant or treasurer; reliable; honest; prompt; and has a servant's heart.

Specific Responsibilities

1. Prepare a budget for all aspects of the Alpha ministry including Alpha resources, cost of all meals and related expenses (flowers for Celebration Dinner, copy of *Why Jesus?*, *Why Christmas?* or *Why Easter?*, for each guest, caterer, etc.).
2. Meet with church treasurer/business manager to learn about church policies and procedures pertaining to the handling of funds.
3. In conjunction with the Alpha Dinner Coordinator, determine the cost of each weekly dinner. Collect money each week by placing baskets on each serving table.
4. Issue payment to the outside caterer or reimburse the Alpha Dinner Coordinator or whoever paid for the dinner supplies.
5. In conjunction with the Alpha Dinner Coordinator and the caterer, determine the per person cost for the Celebration Dinner and make this amount known to all Alpha course participants by Week 8. People will pay for their own meal as well as the meals of any guests. All payments should be collected prior to the actual night of the dinner.
6. In conjunction with the Weekend Away Coordinator determine the per person cost of the Weekend Away. Publicize and collect funds at the time of registration.
7. Assist as needed in raising scholarships for those needing help to attend the event. This may be done with a collection on Sunday morning of the Weekend Away.
8. Arrange for a lockbox, if needed, at the weekend site to secure funds received on-site.
9. Develop a system of accountability for all income and expense associated with Alpha. (How is cash handled? Do checks need two signatures? How is registration income for the weekly dinner and Weekend Away accounted for? What safeguards are in place to insure integrity with all funds?)
10. Check on insurance coverage. Does your church have a policy that already covers any church-sponsored events? What insurance coverage is required by the Weekend Away facility, if any? Make sure the Weekend Away is adequately covered.
11. At the end of each Weekend Away and each Alpha course, produce an income and expense report for the Alpha Director and church treasurer.