



Annual Ministry Budget Process

1. Approximately twelve (12) weeks prior to the church's annual Charge Conference, all program staff will begin to compile their budget needs and requests.
2. Two (2) weeks after the start date, the program staff will turn in their proposed budget requests to the Director of Finance.
3. The proposed budget will then be drafted and sent to Dr. Doug Baker, Senior Pastor, Rev. Gerry Giles, Executive Pastor, and the Finance Committee Chair, for review.
4. One (1) week later the Senior Pastor, Executive Pastor, current Finance Chair and the Director of Finance will meet to review, discuss and make any changes to the proposed budget requests.
5. The proposed budget will then be presented to the Finance Committee for review, thus allowing questions, comments and/or concerns. Any agreed upon changes will be made to the proposed budget at this time.
6. The proposed budget will be presented to the Administrative Council for review, thus allowing for questions, comments and/or concerns. Any suggested changes from the Administrative Council will be sent back to the Finance Committee for approval.
7. The final draft of the proposed budget for the next calendar year will be presented at the annual Charge Conference for approval and adoption.

The approved budget is monitored by the Director of Finance, the Financial Administrator and the Finance Committee.

All revenue and expenses are reported to the Finance Committee on a regular basis.

There is an annual audit performed by an accounting firm concerning the church's financial reports.