

Financial Committee Policy

1. Purpose

The purpose of this Policy is to establish a clear, accountable, transparent, and biblically grounded framework governing the financial oversight functions of Northstar Church through the establishment and operation of a Financial Committee.

The Financial Committee exists to assist in ensuring faithful stewardship, financial integrity, transparency, accountability, and prudent oversight of Northstar Church's financial affairs, resources, obligations, and financial decision-making processes.

Northstar Church recognizes that stewardship of financial resources is both a practical and spiritual responsibility requiring wisdom, integrity, discernment, accountability, prudence, transparency, and faithful obedience to the mission and values of Northstar Church.

This Policy is intended to:

- Promote financial accountability and transparency;
- Establish appropriate checks and balances;
- Reduce the risk of financial mismanagement, conflicts of interest, or concentration of authority;
- Assist leadership and membership in responsible governance;
- Promote orderly financial review and reporting practices;
- Encourage responsible stewardship while remaining faithful to the ministry mission and vision of Northstar Church; and
- Protect both Northstar Church and those entrusted with financial leadership responsibilities.

2. Definitions

For the purposes of this Policy, the following definitions apply unless the context otherwise requires:

2.1 “Board of Elders”

“Board of Elders” means the duly elected elders currently serving Northstar Church in accordance with Northstar Church's governing documents, and includes the Lead Pastor, who by virtue of their office serves as a member of the Board of Elders.

2.2 “Lead Pastor”

“Lead Pastor” means the individual formally recognized by Northstar Church as the primary pastoral leader of Northstar Church, including any interim or acting Lead Pastor appointed in accordance with Northstar Church's governing documents.

2.3 “Treasurer”

“Treasurer” means the individual elected to oversee and assist with the financial stewardship, budgeting, financial reporting, financial review, and financial governance responsibilities of Northstar Church in accordance with Northstar Church's governing documents and applicable policies.

2.4 “Bookkeeper”

“Bookkeeper” means any employee, contractor, volunteer, or retained individual responsible for maintaining or assisting with financial records, bookkeeping functions, reconciliations, payroll, data entry, accounts payable, accounts receivable, or other financial administration functions of Northstar Church.

The Bookkeeper shall be hired, retained, or appointed in accordance with Northstar Church’s governing documents and applicable policies.

The Bookkeeper shall report operationally to the Lead Pastor and shall additionally report to the Treasurer regarding financial administration, bookkeeping matters, reconciliations, reporting functions, and other financial responsibilities reasonably connected to the role.

2.5 “Staff Member”

“Staff Member” means any individual employed or retained by Northstar Church in a paid ministry, pastoral, administrative, operational, or support role, whether full-time, part-time, temporary, contractual, or otherwise compensated.

2.6 “Immediate Family Member”

“Immediate Family Member” means a spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, step-parent, step-child, step-sibling, legal guardian, dependent, or any individual residing within the same household relationship reasonably giving rise to an actual, perceived, or potential conflict of interest, lack of independence, or governance concern.

2.7 “General Meeting”

“General Meeting” means a duly called meeting of the membership of Northstar Church, including annual general meetings and special general meetings authorized under Northstar Church’s governing documents.

2.8 “Business Day”

“Business Day” means any day other than a Saturday, Sunday, or statutory holiday observed in the Province of British Columbia.

2.9 “Conflict of Interest”

“Conflict of Interest” means any actual, perceived, or potential situation in which an individual’s personal, financial, family, employment, ministry, or relational interests may impair, influence, or appear to impair the individual’s ability to act impartially and in the best interests of Northstar Church.

3. Guiding Principles

The Financial Committee shall operate in a manner that is:

- Consistent with Northstar Church’s governing documents, doctrinal beliefs, and mission;
- Grounded in biblical stewardship and integrity;
- Transparent and accountable;
- Financially prudent and responsible;

- Respectful of confidentiality where appropriate;
- Conducted prayerfully, impartially, and in good faith; and
- Focused on preserving the trust, confidence, and financial integrity of Northstar Church.

The Financial Committee shall endeavor to balance responsible stewardship, transparency, accountability, prudence, and sustainability with faithful openness to ministry opportunities, generosity, growth, vision, and advancement of Northstar Church's mission.

The Financial Committee recognizes that faithful stewardship involves not only prudence, accountability, and responsible financial oversight, but also faithful openness to opportunities, ministry growth, generosity, and vision that may advance the mission and calling of Northstar Church. Accordingly, the Committee shall endeavor to avoid approaching financial stewardship in an unnecessarily rigid, restrictive, or purely risk-averse manner, while still maintaining appropriate diligence, wisdom, transparency, and accountability in financial decision-making processes.

4. Composition of the Financial Committee

4.1 Composition

The Financial Committee shall consist of:

- Two (2) members elected by the membership at a duly called General Meeting;
- The Treasurer, who shall serve as a member of the Committee;
- The Lead Pastor, who shall serve as a member of the Committee ; and
- The Bookkeeper, who shall report to the Committee and may attend meetings where reasonably requested or required, but who shall not possess authority.

4.2 Qualifications

Members of the Financial Committee must:

- Be members in good standing of Northstar Church;
- Eligibility consistent with the requirements applicable to Nomination Committee members under Northstar Church's governing documents and policies;
- Demonstrated integrity, maturity, discretion, sound doctrine and judgment;
- Support the mission, values, and governing documents of Northstar Church;
- Ability to maintain confidentiality and discretion where reasonably required;
- Demonstrated ability to work cooperatively, professionally, and respectfully within committee and leadership structures;
- Commitment to acting in the best interests of Northstar Church;
- Demonstrated stewardship, responsibility, and accountability;

- Reasonable competence in financial matters, budgeting, financial reporting, financial review, stewardship oversight, or related administrative or operational functions appropriate to the responsibilities of the role;
- Reasonable organizational, administrative, governance, operational, or professional competence appropriate to the responsibilities of the role; and
- Such additional qualifications or eligibility requirements as may be established under Northstar Church's governing documents or applicable policies.

4.3 Restrictions on Eligibility

The following individuals shall not be eligible to serve as elected members of the Financial Committee:

- Is a staff member of Northstar Church;
- Is an Immediate Family Member of a staff member of Northstar Church;
- Is a member of the Board of Elders;
- Is an Immediate Family Member of a member of the Board of Elders; or
- Is an Immediate Family Member of another serving voting Financial Committee member.

Nothing in this section prevents Staff Members from:

- Providing reports or information to the Committee;
- Participating in meetings where invited or reasonably required; or
- Assisting with operational or administrative financial matters.

4.4 Election of Committee Members

The elected members of the Financial Committee shall be elected at a duly called General Meeting in accordance with Northstar Church's governing documents and election procedures.

Election shall be conducted by ballot unless otherwise provided by Northstar Church's governing documents or procedural rules.

4.5 Nomination Process for Financial Committee Candidates

Candidates for election to the Financial Committee shall be identified and processed through Northstar Church's Nomination Committee in accordance with the Nomination Committee Policy and other Northstar governance documents.

Members interested in serving on the Financial Committee should make their interest known to the Lead Pastor no earlier than ninety (90) days prior to the applicable General Meeting.

The Nomination Committee may review interested individuals for eligibility, suitability, willingness to serve, and any qualifications considered reasonably relevant to the financial stewardship responsibilities of the Committee.

The finalized list of eligible Financial Committee candidates shall be provided to the membership together with the notice and agenda materials for the applicable General Meeting in accordance with the timelines established by Northstar Church's governing documents or applicable policies.

4.6 Chair

The Treasurer shall be the Chair of the Committee.

The Chair shall assist in:

- Facilitating meetings;
- Organizing agenda items;
- Coordinating financial review processes;
- Assisting with meeting administration; and
- Helping ensure the orderly fulfillment of the Committee's responsibilities.

4.7 Term of Office

Unless otherwise established by Northstar Church's governing documents, elected members of the Financial Committee shall serve terms of three (3) years.

Northstar Church should endeavor, where reasonably possible, to stagger committee terms in order to promote continuity, institutional knowledge, accountability, and operational stability.

4.7.1 Review of the Committee Members

Following a minimum of ten (10) months of service and prior to thirteen (13) months of service, each elected Financial Committee member may be subject to a review process conducted by the Lead Pastor and Board of Elders concerning the individual's fulfillment of the role, participation, stewardship responsibilities, professionalism, confidentiality obligations, collaborative conduct, and overall suitability to continue serving within the Financial Committee structure.

Following such review, the Lead Pastor and Board of Elders may:

- Affirm continuation of the individual's term;
- Provide recommendations, guidance, or concerns for improvement; or
- Recommend removal from the Financial Committee role where reasonably necessary in the interests of stewardship, governance integrity, operational functionality, confidentiality, accountability, or the best interests of Northstar Church.

The intent of this review process is to promote healthy stewardship practices, accountability, responsible committee functioning, and protection of Northstar Church, leadership, and membership while also supporting transparency and confidence within the Financial Committee structure.

5. Duties and Responsibilities

Administrative and Stewardship Purpose

The Financial Committee shall assist Northstar Church in maintaining responsible financial stewardship, transparency, accountability, and oversight.

The responsibilities of the Financial Committee may include:

- Reviewing financial statements and reports;
- Reviewing annual budgets and proposed budget amendments;
- Reviewing significant expenditures and major financial commitments;
- Reviewing internal financial controls and accountability procedures;
- Reviewing financial risks, liabilities, and obligations;
- Monitoring stewardship and financial accountability practices;
- Reviewing designated funds, restricted funds, reserves, and ministry allocations;
- Reviewing recommendations from auditors, accountants, or external reviewers;
- Assisting with preparation for annual financial reporting requirements;
- Reviewing insurance, signing authority, banking relationships, and financial administration practices;
- Promoting transparency and accountability to the membership;
- Making financial recommendations where appropriate; and
- Carrying out other responsibilities reasonably connected to financial stewardship and oversight.

The Financial Committee shall not independently:

- Bind Northstar Church contractually;
- Override authorities established under Northstar Church's governing documents;
- Exercise unilateral authority over ministry direction or staffing decisions; or
- Authorize expenditures except where expressly delegated under approved policies or governing documents.

5.1 Administrative, Reporting, and Advisory Nature of the Committee

5.1.1 Administrative and Stewardship Purpose

The Financial Committee is intended to function strictly as an administrative, stewardship, reporting, drafting, and advisory committee of Northstar Church.

The Committee shall assist with:

- Financial review and oversight processes;
- Preparation, drafting, and organization of financial reports;
- Assisting with budget preparation and budget review processes;
- Administrative financial tasks;
- Stewardship recommendations;
- Financial summaries and reporting materials;

- Assisting with the preparation of financial information for leadership and membership review;
- Reviewing and organizing supporting financial documentation; and
- Other administrative or advisory functions reasonably connected to the financial operations of Northstar Church.

5.1.2 Financial Operations Policy and Reporting Structure

The detailed reporting procedures, workflow processes, contextual reporting expectations, communication structure, and specific reporting measures of the Financial Committee shall be more particularly set out within the greater Financial Operations Policy.

In summary, the Financial Committee functions operationally under the direction of the Lead Pastor in relation to its stewardship, reporting, drafting, administrative, and advisory responsibilities. Completed reports, drafted materials, stewardship summaries, recommendations, and other finalized financial documents of the Financial Committee are reported to the Board of Elders through the Treasurer in accordance with the Northstar Church's governing documents and Financial Operations Policy.

5.1.3 Contextual and Transparent Financial Reporting

The Financial Committee shall endeavor to prepare and present reasonably fulsome, accurate, transparent, and understandable financial reports, stewardship summaries, recommendations, and related financial materials containing not only financial figures, statements, or numerical information, but also such contextual, operational, ministry-related, explanatory, or stewardship information as may be reasonably necessary to assist leadership and the membership in properly understanding the nature, purpose, implications, and practical context of the financial matters being presented.

In carrying out these responsibilities, the Financial Committee shall endeavor, wherever reasonably appropriate, to seek out and incorporate sufficient contextual, operational, pastoral, ministry-related, or explanatory information necessary to support accurate understanding, responsible stewardship review, and meaningful communication regarding the financial matters being presented, including consulting with the Lead Pastor where additional operational, ministry, staffing, or organizational context may reasonably assist in preparation of fulsome and properly contextualized reports or recommendations. As the Lead Pastor serves as a member of the Financial Committee in accordance with the Financial Committee Policy, it is intended that this process be reasonably accessible, collaborative, and conducive to timely clarification and contextual understanding where required.

The intent of this section is to promote informed stewardship review, transparency, accountability, responsible financial understanding, and meaningful communication rather than presentation of financial information in isolation or without sufficient organizational context where such context may reasonably assist understanding.

5.1.4 Governance Limitations and Authority Restrictions

The Financial Committee does not possess independent governing authority, executive authority, operational control, ministry authority, staffing authority, or independent decision-making authority over Northstar Church.

The role of the Financial Committee is limited to:

- Administrative support;
- Financial review;

- Stewardship accountability;
- Preparation and drafting of reports and financial materials;
- Advisory recommendations;
- Reporting functions; and
- Other responsibilities specifically delegated under Northstar Church's governing documents or applicable policies.

Nothing in this Policy shall be interpreted as granting the Financial Committee authority to:

- Direct ministry operations;
- Bind Northstar Church contractually;
- Independently authorize expenditures except where expressly delegated;
- Override leadership decisions;
- Exercise authority reserved to the membership, Lead Pastor, Board of Elders, or other governing bodies; or
- Function as a governing board of Northstar Church.

6. Treasurer

6.1 Role of the Treasurer

The Treasurer shall:

- Serve as a Chair of the Financial Committee;
- Assist in presenting financial reports and financial information to the Committee, leadership, and membership where appropriate;
- Assist in preparing budgets and financial reporting materials;
- Support implementation of financial accountability and stewardship practices;
- Assist in maintaining orderly financial records and reporting systems; and
- Carry out additional responsibilities assigned under Northstar Church's governing documents or applicable policies.

The Treasurer shall additionally endeavor to work collaboratively with the Lead Pastor regarding the financial stewardship, budgeting considerations, operational planning, and financial implications associated with the Lead Pastor's vision, ministry priorities, and potential ministry opportunities within Northstar Church, while assisting in promoting responsible stewardship, transparency, sustainability, and operational accountability.

The Treasurer remains accountable to Northstar Church and any oversight structures established under Northstar Church's governing documents.

6.2 Term and Review of Treasurer

The Treasurer's nomination, term and review is extensively laid out within the Nominating Committee Policy.

7. Bookkeeper

7.1 Role of the Bookkeeper

The Bookkeeper shall report to the Financial Committee regarding bookkeeping functions, financial administration matters, reconciliations, payroll administration, financial recordkeeping, and related operational financial matters.

The Bookkeeper:

- May attend Committee meetings where reasonably requested or required;
- May provide reports, explanations, documentation, and administrative assistance to the Committee;
- Shall not possess voting authority on the Committee; and
- Shall remain subject to any employment, supervision, reporting, or operational structures established elsewhere by Northstar Church.

7.2 Separation of Duties

Northstar Church shall endeavor, where reasonably possible, to maintain appropriate separation of duties between:

- Financial authorization;
- Bookkeeping functions;
- Financial review;
- Signing authority;
- Payment approval; and
- Financial reconciliation functions.

Northstar Church recognizes the importance of reasonable checks and balances in order to reduce the risk of error, mismanagement, misuse of funds, or concentration of financial authority.

8. Meetings and Procedures

8.1 Meetings

The Financial Committee shall meet as reasonably necessary to fulfill its responsibilities under this Policy.

Meetings may be conducted:

- In person;

- By video conferencing; or
- By another communication method reasonably allowing participants to hear, communicate, deliberate, and participate effectively in meeting proceedings.

8.2 Quorum

A majority of Committee members shall constitute quorum.

8.3 Recommendations

The Committee shall endeavor to make recommendations by consensus wherever reasonably possible.

Where consensus cannot reasonably be achieved, decisions or recommendations may proceed by majority of members present.

8.4 Minutes and Records

The Committee shall maintain reasonably detailed meeting minutes and financial review records appropriate to the responsibilities of the Committee.

Records shall be maintained in accordance with:

- Northstar Church's governing documents;
- Applicable financial policies;
- Record retention practices; and
- Applicable legal obligations.

8.4.1 Recording of Minutes

Reasonably detailed minutes shall be taken for all Financial Committee meetings.

The minutes should accurately reflect:

- Attendance;
- Significant discussions;
- Recommendations;
- Decisions where applicable;
- Financial matters reviewed; and
- Any conflicts of interest disclosed or recusals made during the meeting.

Meeting minutes shall be maintained as part of the official records of Northstar Church in accordance with Northstar Church's governing documents, applicable policies, record retention practices, and applicable legislative requirements, including the British Columbia Societies Act where applicable.

8.5 Reporting to Membership

Northstar Church recognizes the importance of financial transparency and accountability to the membership.

Subject to confidentiality requirements and applicable legal obligations, the Financial Committee should endeavor to ensure that meaningful financial reporting is provided to the membership through annual financial statements, financial summaries, budget presentations, or other appropriate reporting methods established by Northstar Church. Such reporting should, wherever reasonably possible, be presented in a manner that is understandable and reasonably accessible to the membership and the Financial Committee should remain reasonably open to addressing further questions, clarification requests, or additional contextual explanation where appropriate and reasonably necessary to support informed stewardship understanding by the membership.

9. Conflict of Interest

9.1 Disclosure

Committee members shall disclose any actual, perceived, or potential conflict of interest relating to:

- Financial transactions;
- Vendors;
- Contractors;
- Compensation matters;
- Funding allocations;
- Family relationships;
- Business relationships; or
- Other financial decisions involving Northstar Church.

9.2 Recusal

Where a conflict exists, the affected individual shall recuse themselves from the applicable discussion, recommendation, review, or decision-making process.

9.3 Determination

The remaining Committee members shall determine appropriate steps necessary to address any disclosed conflict of interest.

9.4 Failure to Disclose

Failure to truthfully disclose an actual, perceived, or potential conflict of interest may constitute grounds for removal from the Financial Committee and may result in additional review by leadership where considered appropriate.

10. Confidentiality

Committee members shall maintain appropriate confidentiality regarding:

- Financial information;

- Compensation matters;
- Personnel-related financial information;
- Sensitive financial concerns;
- Donor information where confidential;
- Pending financial negotiations; and
- Other confidential organizational matters.

Nothing in this section prevents appropriate financial transparency, reporting obligations, disclosure requirements, or accountability practices otherwise required by Northstar Church's governing documents or applicable law.

11. Financial Integrity and Stewardship

Northstar Church recognizes the importance of conducting its financial affairs in a manner that reflects integrity, accountability, stewardship, and conduct above reproach.

The Financial Committee, Treasurer, Bookkeeper, and all individuals entrusted with financial responsibilities shall endeavor to:

- Avoid misuse or appearance of misuse of organizational funds;
 - Avoid improper personal benefit from organizational resources or opportunities;
 - Conduct financial affairs honestly and transparently;
 - Preserve accurate and orderly financial records;
 - Promote accountability and responsible stewardship; and
 - Protect the trust and confidence of the membership and broader community.
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12. Removal or Vacancy

12.1 Removal

A Committee member may be removed for:

- Failure to fulfill responsibilities;
- Breach of confidentiality;
- Conflict of interest concerns;
- Failure to disclose a conflict of interest;
- Conduct inconsistent with Northstar Church's governing documents or code of conduct; or
- Inability or unwillingness to continue serving.

12.2 Vacancies

Vacancies occurring on the Financial Committee shall not be filled prior to the next General Meeting unless otherwise required by Northstar Church's governing documents.

The remaining members may continue to operate the Committee provided quorum requirements continue to be satisfied.

13. Relationship to Governing Documents

This Policy shall be interpreted consistently with Northstar Church's governing documents. In the event of inconsistency, the governing documents shall prevail to the extent of the inconsistency.

14. Policy Review

This Policy may be reviewed periodically by the Financial Committee, leadership, or designated individuals for operational effectiveness, governance compliance, stewardship accountability, and legal compliance.

Any amendment, modification, replacement, or rescission of this Policy shall require approval at a duly called General Meeting unless otherwise provided by Northstar Church's governing documents.

15. Approval and Effective Date

Approved By: _____

Approval Date: _____

Effective Date: _____

Last Revised: _____