

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: Church Treasurer

Location: Barnsley Methodist Circuit

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is a Church Treasurer?

The role of the Church Treasurer is a person who is appointed to administer or manage the financial assets and liabilities of the Church. They are typically involved in the overseeing of the budgeting, accounting & financial reporting. The Treasurer ensures the Church financial records are accurate, up-to-date, and in compliance with the current law & regulations. They oversee & liaise with the individual Chapel bankers.

Skills Required

- Be appointed by the Church to act on their behalf, after discussions with the minister to understand the responsibilities & duties
- A background in accountancy
- Knowledge of current accountancy law & regulations
- Logical, efficient, orderly, conscientious and organized

The role of the Church Treasurer

- Carry out the financial decisions made by the Church Council. The responsibility for both raising and spending money to meet the Church Council's responsibilities lies with the Church. The Treasurer implements their decisions.
- Draft an annual budget to assist the Church to plan how it will fulfil its objectives for the coming year.
- Record all financial transactions carried out on behalf of the Church and ensure they are properly authorised.
- Monitor the Churches finances throughout the year and alert the Church Council, if any difficulties are likely.
- Work with the Church Council and chapel bankers to meet all its financial obligations, especially circuit assessment, the expenses of ministry and insuring the church buildings against fire, theft and public liability.
- Maintain such records to enable the submission of a claim for Gift Aid based on current rules.
- Maintain a bookkeeping system.
- Prepare the annual financial statements for approval by the Church Council and submission to the Annual Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Independent Examiner and complete the formalities prior to submission to the Charity Commission.

Time / Commitment Required

- 25+ hours per month due to the nature of monthly reporting
- Attend all Church Council meetings (if unable to attend a meeting - send a detailed report)
- Liase with the chapel bankers

What requirements do I need to fulfil to be the role of a Church Treasurer?

- Recommended but not compulsory - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years)
- Recommended but not compulsory - a satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Recommended but not compulsory - completion of the EDI (Equality, Diversity & Inclusion) Training Course.
- Recommended but not compulsory - completion of the Unconscious Bias training.

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.