

FISCAL AGENT RESPONSIBILITIES FOR 6261 MINISTRY COMMUNITIES

The agreement of the fiscal agent (one of the congregations of the 6261 Ministry Community) is to follow the fiscal agent responsibilities listed below on behalf of the 6261 Ministry Community. Should the fiscal agent congregation reach a point where it no longer has capacity or no longer wishes to serve as fiscal agent, the fiscal agent congregation agrees to notify the Engagement Team of the 6261 Ministry Community and provide the Engagement Team sufficient time (not less than 30 days) to find a fiscal agent replacement.

Alternatively, if the 6261 Ministry Community forms a separate 501c3 for its shared ministry endeavors, then that 501c3 would serve as the fiscal agent in lieu of one of the congregations.

1. The fiscal agent serves as the “Employer” for all of the Rostered Ministers and Licensed Lay Ministers (LLMs) serving the 6261 Ministry Community*. This necessitates certain other responsibilities:
 - a. Maintain an individual file and accurate employment records
 - b. Payroll including salary, benefits, and Portico (health insurance and retirement)
 - c. Collect Form I-9 and Form W-4 for each employee of the 6261 Ministry Community who receives a W-2.
 - d. Collect Form W-9 for each contractor or LLM of the 6261 Ministry Community who receives a 1099.
 - e. Submit quarterly IRS form 941 and the appropriate employment taxes for employees (e.g. federal income tax withheld, Social Security withholdings, Medicaid withholdings) and the employer.
 - f. Provide a W-2 for each Rostered Minister (Pastor or Deacon) serving the 6261 Ministry Community by January 31st each year, in keeping with local, state, and federal requirements.
 - g. Provide a W-2 or 1099 for each LLM serving the 6261 Ministry Community by January 31st each year, in keeping with local, state, and federal requirements.
 - h. Remind Pastors serving the 6261 Ministry Community that you need their housing allowance request by November 15th for approval by the Engagement Team by December 31st.

** Employees of each individual congregation who are not serving the whole 6261 Ministry Community remain employed by that particular congregation.*

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6261 MINISTRY COMMUNITIES
(Continued)**

2. The fiscal agent would receive all of the payments from all congregations within the 6261 Ministry Community according to the Joint Covenant of the 6261 Ministry Community. All 6261 Ministry Community funds are to be held in a separate bank account that has been established for the sole purpose of serving as the Joint bank account for all shared expenses of the 6261 Ministry Community.
3. The fiscal agent is responsible for notifying any congregation who has failed to make their monthly contribution to the 6261 Ministry Community as well as notifying the Engagement Team if monthly contributions continue to be untimely or missed, in accordance with the Joint Covenant of the 6261 Ministry Community.
4. The fiscal agent works with the Joint Treasurer(s) to oversee any day-to-day expenses and ensure these are paid appropriately and within a timely manner.
5. The fiscal agent, in partnership with the Engagement Team (including any Joint Finance Committee of the 6261 Ministry Community), is responsible for preparing the appropriate financial statements/reports for the Engagement Team. These reports are also to be made available to each individual congregation.
6. Please direct questions or concerns to the Engagement Team, your Associate(s) to the Bishop for your Mission District(s), and/or the Director for Evangelical Mission (DEM).

FINANCIAL BEST PRACTICES OF 6261 MINISTRY COMMUNITIES

- All checks and contracts should require two (2) signatures from the three (3) persons authorized as signers on the 6261 Joint bank account.
- One (1) person from each congregation of the 6261 Ministry Community should be authorized on and have access to the 6261 Joint bank account. Three (3) of these people (from three separate congregations) should be authorized on the 6261 Joint bank account as signers. This remains true even if the 6261 Ministry Community has fewer than 6 congregations or more than 6 congregations. The remaining people with access to the 6261 Joint bank account should have viewing privileges so they can review all transactions.
- Complete an audit, at least annually, for the bookkeeping and finances of the joint expenses/income of the 6261 Ministry Community. The audit can be completed internally by a Joint Audit Committee or externally by an independent financial firm. If the audit is completed internally, the Joint Audit Committee should include a member from each of the congregations in the 6261 Ministry Community and none of those members should be currently serving on the Engagement Team nor as Treasurer of their congregation.
- Determine how Mission Support and other benevolence will be funded. 6261 Ministry Communities may choose to send benevolence and Mission Support jointly through the 6261 Ministry Community (and thereby through the 6261 Joint bank account) or they may choose to do so individually through their separate, individual congregational budgets.