

PRESBYTERY OF RIVERSIDE

COMMITTEE ON PROPERTY AND FINANCE (TRUSTEES)

Mission

The Committee serves at the trustees of the Presbytery. It manages its temporal affairs in accordance with Presbytery budgets and actions.

Composition

The Committee on Property and Finance is composed of three (3) clergy and four (4) laypersons. The treasurer serves ex officio, without vote.

Functions

1. Recommends accounting policies and procedures, making certain they are implemented (through the “Budget and Committee” team member who oversees the treasurer and the bookkeeper);
2. Reviews monthly financial reports and communicates to Council and Presbytery, to call attention to financial conditions which need to be addressed;
3. Reviews monthly the per capita apportionment and General Mission giving reports for each congregation;
4. Oversees the work of the bookkeeper and the treasurer;
5. Reviews requests for per capital alternative payment schedules and recommends them to Presbytery;
6. Keeps track of all properties through a “Property Notebook” and oversees Presbytery-owned property;
7. Reviews and makes recommendations to Presbytery loans which encumber real property, leases, property purchases, and sales of property;
8. Oversees the sale of property owned by the Presbytery;
9. Has a representative on the Budget Task Force;
10. Provides workshops and other assistance to local church treasurer;
11. Oversees Presbytery’s umbrella insurance policy and makes recommendations for changes, renewal, etc.. Makes sure each congregation, as well as the Presbytery is adequately covered.
12. Makes sure an annual review of all financial records of the Presbytery is conducted and the results are reported to Presbytery;
13. Provides information, workshops, etc., to congregations on insurance, safety, loss prevention, worker’s compensation, etc.

RELATIONSHIPS:

1. The Committee works closely with the Congregational Nurture Team on the purchase or sale of property or buildings for new church developments and the purchase or sale of property or buildings of existing congregations. It also receives requests from congregations for loans or leases for building remodeling, etc,
2. The Committee works closely with the Budget Task Force in formulating proposed annual budgets.
3. The chair (or designee) shall serve on the Presbytery Council.

Revised March 2003
Revised Nov 2007

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