

PRESBYTERY OF RIVERSIDE

COMMITTEE ON STEWARDSHIP, PROPERTY AND FINANCE (TRUSTEES)

MISSION

The Committee serves as the trustees of the Presbytery. It manages its temporal affairs in accordance with Presbytery budgets and actions and provides guidance on Stewardship.

COMPOSITION

The Committee on Stewardship, Property and Finance is composed of nine persons, at least three (3) teaching elders and four (4) ruling elders and follows committee composition guidelines provided by the Committee on Representation. The Executive Presbyter and treasurer serve as ex-officio members without vote. The team may establish task forces to work in specific areas.

QUORUM

The quorum is five (5) of the members.

FUNCTIONS

- Provides information, interpretative materials and workshops on Stewardship for the Presbytery;
- Recommends accounting policies and procedures, making certain they are implemented through the Finance team member who oversees the treasurer and the bookkeeper;
- Reviews monthly financial reports and communicates to the Vision Coordinating Team (VCT) and Presbytery, to call attention to financial conditions which need to be addressed;
- Reviews monthly the per capita apportionment and General Mission giving reports for each congregation;
- Oversees the work of the bookkeeper and the treasurer in accordance with established accounting policies and procedures.
- Reviews requests for per capita alternative payment schedules and recommends them to Presbytery;
- Keeps track of all properties through a "Property Notebook" and oversees Presbytery-owned Property.
- Reviews and makes recommendations regarding Presbytery loans which encumber real property, leases, property purchases, rental and sales of property;
- Oversees the sale of property or buildings owned by the Presbytery.
- Has a representative on the Budget Task Force (VCT);
- Provides workshops and other assistance to local church treasurers and finance committees;
- Oversees Presbytery's umbrella insurance policy and makes recommendations for changes, renewal, etc. to ensure each congregation, as well as the Presbytery is adequately covered; the SP&F committee will maintain a copy of each churches' insurance policy(s);
- Ensures an annual review of all financial records of the Presbytery is conducted and the results are reported to Presbytery;
- Provides information, workshops, etc., to congregations on insurance, safety, loss prevention, Worker's Compensation, budget planning and management, etc.

RELATIONSHIPS

1. The Committee works closely with the Evangelism, Mission and Advocacy 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 VCT Budget Task Force in formulating proposed annual budgets.
3. The chair (or designee) shall serve on the Presbytery VCT.

Revised Nov 2012