

# Southminster Presbyterian Church Stewardship and Property Committee Charter

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## **Committee Purpose/Mission:**

To make sure that all buildings and grounds of SPC are maintained in such a manner that the ministry and mission of SPC will be advanced.

To educate the SPC “family” to the joys/responsibilities of Christian Stewardship and to make sure that all monies received are accurately accounted for and distributed according to the ministry and mission goals of SPC. To ensure that committees and members of the congregation are kept informed about the finances of SPC.

## **Committee Leadership & Membership**

**Chairperson:** A member of SPC who is nominated by the Serving Ruling Elders assigned to the Stewardship and Property committee and ratified by Session. May be but not necessarily one of the serving Ruling Elders.

## **Membership:**

- Three Serving Ruling Elders of three classes. One of these elders will be the formal link to Session.
- Members of the congregation, who are passionate about Stewardship and Property at SPC, appropriately represent the church's demographics and fill out needed skills on the committee.
- When choosing serving ruling elders and members of this committee, special attention should be paid to the following skills: financial management, legal, property management, project management, and insurance.

The three serving Ruling Elders of this committee will also be the President and two Vice Presidents of the Corporation. These appointments will be voted on by Session every year.

## **Staff Liaison:**

- Head of Staff
- Church Treasurer
- Business Administrator (as requested)

## **Committee Responsibilities and Accountabilities:**

1. Work closely with the Facilities Manager and Custodial staff to ensure that the building is clean and well maintained at all times.
2. Enter into appropriate annual maintenance contracts, as necessary, to ensure that all equipment operates properly and efficiently.
3. Develop a schedule for on-going maintenance needs of the facility.
4. Perform a complete walk-through of the Church Building and Southminster House on a quarterly basis.
5. Recommend/approve all renovation/construction to be done to SPC buildings.

6. Ensure that all building problems/issues are addressed in a timely and professional manner.
7. Coordinate with Front Office Coordinator all building usage requests.
8. Develop and carry out a comprehensive Stewardship program annually.
9. Develop and implement an annual budget that accurately reflects the ministry and mission priorities of SPC.
10. Create and maintain appropriate financial policies for all aspects of SPC including all income, expenses and investments.
11. Ensure financial controls are in place, well documented and carried out to protect all involved in handling finances.
12. Report financial matters on a timely basis to Session, Committees and the Congregation.
13. Ensure transparency to Session, committees and the congregation on all financial decisions, actions and accounts.
14. Encourage/insist upon fiscal responsibility on Committee spending to uphold approved budgets.
15. Have independent financial audits conducted annually to ensure good controls, decisions and accounting.
16. Report the results of the audit to the congregation on an annual basis.
17. Maintain adequate insurance coverage to protect the property, assets, members of and visitors to SPC.
18. Guide and assist Session on all legal matters or the church.
19. Guide and assist Church Treasurer as needed and requested.
20. Maintain control and distribution of Maintenance Reserve Fund.
21. A member of the Stewardship and Property Committee shall be appointed by the Committee to serve as a member of the Endowment Committee.

### **Relational Reporting to the Stewardship and Property Committee**

1. Southminster Endowment, LLC
2. Windy Ridge Retreat Center, LLC