

Finance and Property Team

Presbytery of the Highlands of New Jersey

Introduction:

The Finance, Budget and Property Team provides comprehensive oversight and guidance for the Presbytery's financial, Budget, property. This unified team ensures faithful stewardship of resources through sound financial practices, property oversight, legal compliance, and insurance and investment management. The team works to support congregations, protect Presbytery assets, and advance the mission and ministry of the Presbytery of the Highlands of New Jersey.

Purpose:

The FBP Team is charged with the following:

- Overseeing financial operations, policies, and procedures of the Presbytery.
 - Managing and monitoring the Presbytery's property and real estate matters, including purchases, sales, leases, and inspections. Includes consulting with administrative commissions appointed to work with church dissolutions.
 - Supporting congregations in navigating complex property and financial challenges.
 - Providing transparency, accountability, and strategic planning in the Presbytery's fiscal and property matters.
 - Conducting or referring to the ACT and/or Presbytery all constitutional matters regarding the properties of the Presbytery's churches.
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Membership:

- The FBP Team shall consist of 4 members more can be invited
- At least two members shall be from the Administration and Coordinating Commission (ACC).
- The Presbytery Treasurer shall serve as a member of the team.

- Additional members may be appointed based on relevant experience in finance, property, legal, or insurance matters.
 - Staff support shall be provided by the Presbytery Leader and the Financial Administrator or designee.
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Position Description and Responsibilities:

Members of the FPI Team are entrusted with the following responsibilities:

Financial Management and Oversight

- Develop and propose an annual operating budget in consultation with staff.
- Provide accurate and regular financial reports to the Presbytery and PCT.
- Monitor compliance with financial protocols and review use of restricted/dedicated funds.
- Maintain and update financial policies and procedures.
- Review findings from the annual audit or financial review and recommend necessary actions.
- Prepare and present an annual financial report on the health and management of Presbytery resources.

Property Oversight

- Oversight Management of Presbytery-owned property and office spaces.
- Review and approve transactions related to church properties, including purchases, sales, rentals, and leases.
- Conduct manse and building inspections as needed.
- Support congregations with property challenges, including historic preservation grants and emergency and capital loans.
- Communicate legal guidance related to property matters in coordination with appropriate counsel.

- Work with the Cemetery Association on the care and oversight of Presbytery owned cemeteries
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Commissioned Responsibilities:

The Presbytery Commission the FBP Team with the authority to take the following actions **if the ACC is not available to act :**

- Approve Emergency Capital Loans up to \$10,000 to congregations, contingent on available funds and in compliance with the Emergency Capital Loans policy.
- Approve Lease Agreements between congregations and non-church organizations in compliance with G-4.0206b.

All actions taken by the FBP Team shall be reported at the next stated ACC meeting.

This integrated team supports the Presbytery's commitment to transparency, good governance, and faithful stewardship, ensuring that all financial and property decisions serve and strengthen its ministries and mission.