

## Sunnyvale Presbyterian Church

# Ministry Resources Charter

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### **Core Value/ Purpose**

Prudent stewardship of the church's financial and physical resources to enable vital and long-term ministry

### **Responsibilities**

- A. Facilitate the financial health of the Church including:
  - a. Plan and carry out the annual stewardship campaign
  - b. Oversee and plan for growth for the Endowment Fund
  - c. Oversight of donor designated and special fund accounts
  - d. As needed, organize a capital campaign
  - e. Develop and monitor the income and expenses of the church budget throughout the year. Collaborate on budget with other ministry teams and Personnel.
  - f. Strategic planning for housing stability for staff
- B. With Church Administrator and Comptroller, oversee all aspects of the accounting and financial systems of the Church including:
  - a. Prepare and present monthly financial statements to Session
  - b. Maintain the Church's financial records
  - c. Disperse funds in a prudent, timely and accurate manner
  - d. Co-sign checks weekly or as required
- C. Oversee all areas relating to the campus including:
  - a. Maintenance, cleaning, and security of the buildings and grounds
  - b. Establish policies around rental and use for the facilities, including energy efficiency and becoming more green
  - c. Long term planning for expansion and modification of the facilities
  - d. Grounds & Landscaping
  - e. Furnishings and equipment
  - f. Tech/Audio-Visual equipment
  - g. Memorial Wall
  - h. Organize work days as needed
- D. Oversee the maintenance of manses
  - a. Ithaca House
  - b. Hollenbeck House
- E. Along with the Church Administrator and Comptroller, oversee the Outreach Groups (PELC and Music School)
  - a. Provide financial and facility related oversight

- b. Meet with the Outreach Directors bi-monthly
- c. Perform usage fee review on an annual basis

**Issues/Goals**

1. Evaluate need for review and audit for financial records
2. Work out policies related manse maintenance and utilities (both for the Ithaca and the Hollenbeck home)
3. Work towards a balanced operating budget
4. Work towards ongoing issues related to housing stability for staff including new Associate Pastor position
5. Review Outreach Group survey, particularly as it relates to surpluses.
6. Long term capital improvement plan for facilities and tech needs to be reviewed
7. Reinststitute volunteer management of Stewardship and endowment campaigns
8. Rebuild capital reserves

**Long Term Goal**

1. Achieving budget stability
- 2.

**Calendar**

**Ministry Resources Calendar of Events**

EVENT	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Annual report		X										
Budget: Draft	X											
Budget: Proposed		X										
Budget: Final			X									
Capital Replacement Plan Review							X (triann.)					
Capital Replacement: annual plan			X									
Endowment Committee	X			X			X			X		
Set Annual Goals	X											
Stewardship: Begin planning							X	X				

