

RESOURCES AND PLANNING MINISTRY TEAM

Membership and Term of Office:

1. The Resources and Planning Ministry Team shall consist of seven or more members, a Chair, who shall be a current member of the Session, two members, both of whom shall be serving Session members, and at least four members from the congregation at large, one of whom shall be the Treasurer unless the Treasurer is a current member of the Session. In that case, the Treasurer shall serve as one of the two Session members referenced above. Other members, when the total membership of the Ministry Team exceeds seven, shall be members of the congregation and may hold other offices or positions, including that of ruling elder, while serving on the Investment Ministry Team. The Pastor shall attend meetings as a Staff liaison. The Financial Manager shall also attend meetings as a Staff resource person.
2. The term of service on the Ministry Team shall be for one year. The Chair may request that members serve for succeeding terms.

Meetings:

1. Resources and Planning shall meet on the second Tuesday of each month. When needed, the Chair may call additional meetings to discuss specific topics.
2. The minutes of all meetings shall be prepared and emailed to the committee members and Pastor for review. The approval of the minutes shall take place at the next monthly meeting.
3. All motions for Session action shall be prepared by the Chair or a designated committee member and presented to the Session at its next meeting.

Quorum: A quorum of the Resources and Planning Ministry Team shall consist of at least three members.

Responsibilities:

1. The Resources and Planning Ministry Team shall be responsible for organizing and implementing a year-round stewardship program designed to inform the congregation about what the church is doing and hopes to do, and what it will take financially to achieve those aims.
2. The Resources and Planning Ministry Team shall be responsible for developing the initial budget for the year, for setting the format for budget submissions, and for presenting the final budget to the Session for approval.
3. Before the beginning of the fiscal year to follow, Resources and Planning shall present a preliminary budget to the Session for adoption for the purpose of facilitating spending authority. This will be only a temporary budget pending final adoption at the February Session meeting, or earlier if circumstances permit.
4. Resources and Planning shall present a budget for final adoption that calls for spending levels not to exceed the level of anticipated income.
5. Resources and Planning shall consult with all ministry team chairs and church staff having spending authority within the budget in order to bring spending levels into line with certified income.
6. Resources and Planning shall be responsible for monitoring the budget during

- the year and requesting adjustments from the Session when needed.
7. Resources and Planning, through the Treasurer, shall have the responsibility for advising Ministry Team Chairs of the need for adjusting their accounts when the danger of over-spending their bottom line becomes apparent.
 8. Resources and Planning shall be consulted before out-of-budget expenditures may be made. Such expenditures are those for which no budget account exists, or which would exceed the Ministry Team Chair's bottom line if made. Only the Session will be able to approve such expenditures upon proper motion from Resources and Planning.
 9. Resources and Planning may conduct annual training sessions to inform church officers as to budget preparation and budget handling details.
 10. Resources and Planning is responsible for determining resources and their availability for programs selected by the Session for implementation, and for recommending appropriate financial steps to obtain such resources.
 11. Resources and Planning is responsible for planning for future projects and programs, and for suggesting such to the Session for approval.
 12. Resources and Planning shall maintain close coordination and liaison with the Investment Ministry Team in carrying out their respective financial management responsibilities.
 13. A ruling elder member of Resources and Planning shall be a member of the Investment Ministry Team.
 14. The Chair and/or one or more members of Resources and Planning shall be a member of the Staff Oversight Ministry Team.
 15. Resources and Planning is accountable to Session through its Chair, and other Session members, who will report to the Session at its monthly meetings.

Funding: The Resources and Planning Ministry Team shall present its annual budget to the Session prior to the compilation of the congregational budget by the Session. Budget items shall include:

1. Officer Training
 2. Presbytery Meetings
 3. Stewardship
 4. Periodic Financial Reviews and/or Audits
 5. Cost of accounting systems and software
- A. The Resources and Planning Ministry Team shall be responsible for organizing and overseeing capital campaigns, and for securing and overseeing the repayment of any required constructions loans.
- B. The Resources and Planning Ministry Team shall be responsible for implementing additional programs that support fund-raising for the church. Special program, often known as planned giving, provide members and others the opportunity to make gifts over and beyond regular giving to the church. These may be a single gift or a series of gifts and are sometimes associated with the estate plan of the donor.
- C. The Resources and Planning Ministry Team shall be responsible implementing procedures to backup and protect the accounting databases and other IT resources of the church.

