

**THE PRESBYTERY OF THE MIAMI VALLEY  
PRESBYTERY TRUSTEES  
POLICY AND PRACTICE**

*(Note: Whenever the term “minister of the Word and Sacrament” is used in this Policy and Practice, it is deemed to be identical to the equivalent term “teaching elder” when that term is used in the Book of Order.)*

**ARTICLE I  
POLICY**

**Section 1.01: General**

The policies of the Presbytery Trustees represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Presbytery Trustees are acting as the presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the presbytery. No policy of the Presbytery Trustees shall be contrary to the provisions of the *Book of Order*.

**Section 1.02: Function**

The Presbytery Trustees shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.11* of the *PMV Policy and Practice*.

Specific functions of the Presbytery Trustees shall include:

1. Preparing a presbytery budget for approval by the Leadership Council, after receiving and reviewing all budget requests from committees.
2. Monitoring the operating budget and presbytery finances throughout the year.
3. Serving as the Trustees of the Presbytery of the Miami Valley; the Chairperson of the Presbytery Trustees shall be the President of the Corporation and the Stated Clerk shall be the Secretary of the Corporation.
4. Taking and holding all property, real or personal, which may be acquired by or be devised, bequeathed, transferred, or conveyed to the presbytery for the use and benefit of the presbytery or the denomination which it represents within its bounds.
5. Managing or disposing of such property as directed by the presbytery, subject to such restrictions as might be imposed by the terms of the will, deed, or other instrument by which such property is acquired.
6. Reporting to the presbytery at least annually on the assets held by the corporation and on the liabilities incurred by the corporation on behalf of the presbytery.
7. Coordinating, advising and counseling the Network Support and Grants Committee with respect to the financial responsibilities of its work, including specific Network funds, presbytery grants, and non-presbytery grant funding for specific networks.

8. Interpreting, upholding, and making recommendations to the presbytery through the Leadership Council on all matters relating to the buying, accepting, selling or mortgaging of property; and the razing or disposing of buildings.
9. Developing, monitoring and maintaining a fiscal accountability policy for the presbytery.
10. Developing, monitoring and maintaining an investment policy for the presbytery.

### **Section 1.03: Authority to Act as Presbytery**

The Presbytery Trustees may act as the Presbytery of the Miami Valley in the following matters, when the schedule of presbytery meetings makes acting otherwise impractical:

1. Approving loans up to \$100,000.00 to churches of the presbytery, with communication and counsel from, and consent of, the Leadership Council
2. Approving the sale or encumbrance of property owned by churches of the presbytery, with communication and counsel from, and consent of, the Leadership Council.
3. Authorizing non-budgeted expenditures up to \$5,000.00 for any one particular instance.

### **Section 1.04: Presbytery Trustees Size**

Membership of the Presbytery Trustees shall be three ministers of the Word and Sacraments and three ruling elders, elected in three classes of two persons, for terms of three years each, renewable for one term.

One member of the Presbytery Trustees shall be chosen by the trustees to serve a one-year renewable term on the Leadership Council.

### **Section 1.05: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

### **Section 1.06: Budget**

The operating budget for the Presbytery Trustees shall be determined and approved by the presbytery. As part of the budget process, the Presbytery Trustees shall provide their funding request annually to the Leadership Council, as part of the preparation of the budget.

### **Section 1.07: Communication and Access**

The Presbytery Trustees shall be open to communication and access at all times to all members of the presbytery.

## **Section 1.08: Fiscal Accountability Policy**

### **1. Income**

The presbytery budget shall include the following sources of income:

- A. Mission pledges made by sessions and congregations
- B. Connectional Support income, based on “fair share” allocations for churches established annually by the presbytery
- C. Interest income from invested funds
- D. Use of principal with prior approval of the presbytery
- E. Grants from General Assembly, Synod and other sources
- F. Designated gifts
- G. Miscellaneous receipts
- H. Pass through funds
- I. Proceeds from sale or rental of real estate

### **2. Designated and Undesignated Funds**

- A. The Leadership Council and Presbytery Trustees shall develop an annual budget with the assumption that all contributed funds will be undesignated. This procedure will serve to ensure that the budget is developed in accordance with the mission directives of the presbytery.
- B. Congregations and individuals may designate mission funds to a particular committee, Designated Network, or other approved presbytery project or program. Congregations may also designate general mission funds to a General Assembly project, first coordinating with General Assembly to ensure that the project is current and funds can be so designated.
- C. Undesignated mission giving shall be distributed as directed by current presbytery action.

### **3. Expenditures and Controls**

- A. Balances available at the end of the year from the presbytery budget shall be carried forward in the General Fund Balance, except where an agreement with General Assembly, Synod or grant sources requires the return of salvage funds from any grant at the end of the year—with the following exceptions:
  - 1. Those portions of the Office Budget which relate to accruing funds for major capital improvements or equipment purchases.
  - 2. Salary support for pastors, executive staff continuing education, special assistance funds, new church development and church redevelopment funds.

- B. All designated funds and trust funds received by the presbytery shall be administered strictly in accordance with the stipulations of the donor, and with the restrictions and provisions of the trusts. A reasonable service fee set by the Presbytery Trustees may be charged against such funds.
- C. The proceeds from the sale of real estate will be placed in the reserve fund unless otherwise directed by the presbytery.
- D. The funds of the presbytery shall be expended in accordance with the budget approved by the presbytery. The Leadership Council, in consultation with Presbytery Trustees, shall have authority to adjust the budget as necessary during the year.
- E. The Treasurer of the presbytery shall have authority to establish “pass through” accounts for non-budgeted funds received, with expenditures limited to the income received.
- F. The Treasurer, or anyone authorized by the Leadership Council to handle presbytery funds or assets, shall be bonded at the expense of the presbytery in amounts to be determined by the Presbytery Trustees.

#### 4. Budget Administration

- A. Deposits, excluding investments covered under Section 1.08, shall be kept in federally insured financial institutions in appropriate checking and investment accounts. All funds received by mail shall be recorded by the Office Manager and deposited by the Bookkeeper in consultation with the Treasurer.
- B. All checks shall normally be written in the presbytery office, except when otherwise authorized by the Presbytery Trustees. The Trustees shall determine who shall be authorized to sign checks. All checks over \$2,500.00 with the exception of payroll, will require two authorized signatures.
- C. Every committee and program of the presbytery will spend no more than its total budget, plus “pass through” income, escrow and carryover accounts identified for a committee or program, in a given year. If a committee or program finds it necessary to exceed its budget, the committee or program shall submit a written proposal to the Leadership Council for approval prior to expending any funds. The Leadership Council shall consult with the Presbytery Trustees on such requests.

#### 5. Purchases

Expenditures in excess of \$2,500.00 for office equipment, or any other items that become property of the presbytery, must have prior approval by the Trustees.

## 6. Financial Statements

- A. The Treasurer of the presbytery shall provide to the Leadership Council monthly reports of all income, expenditures, holdings, assets and liabilities.
- B. Alternating financial reviews or full audits, prepared by a Certified Public Accountant, shall be provided to the presbytery annually, not later than the September Stated Meeting, showing the operations for the prior year and the status of all the accounts as of the end of the prior year.
- C. The Executive Presbyter (or her/his designee) shall receive the bank statement unopened from the bank and shall review all cancelled checks to determine that no unusual or unauthorized checks have been cashed.
- D. Designated gifts shall be accounted for separately. Any unspent gifts at the end of the fiscal year will remain separate from the General Fund and shall not be used for any purpose other than that which has been designated.

## 7. Voucher Approval

- A. No check shall be issued without a signed voucher.
- B. Vouchers may be approved by the presbytery committee chair, the written action of the committee, or the Executive Presbyter.
- C. The Executive Presbyter or Stated Clerk may not sign vouchers approving the issuance of check exceeding \$2,500.00 unless authorized by the Leadership Council.
- D. The Executive Presbyter, Stated Clerk and the Treasurer are authorized to approve vouchers related to payroll, utilities, insurance, Board of Pension dues, rent and routine items that are required to operate the presbytery.

**Section 1.09: Investment Policy** *(Reserved)*

**Section 1.10: Staff Support**

The Executive Presbyter and Treasurer of the presbytery shall serve as staff support without vote.

**(End of Article I)**

## **ARTICLE II PRACTICE**

### **Section 2.01: Schedule of Meetings**

Meetings shall be held quarterly at times determined by the Presbytery Trustees at the beginning of the year. In general, meetings shall be scheduled to occur prior to meetings of the Leadership Council or presbytery in order that there be proper time for actions to be taken. The Presbytery Trustees may meet in special session as needed. All actions taken by the Presbytery Trustees shall be reported at the next meeting of the Leadership Council.

### **Section 2.02: Minutes**

The Presbytery Trustees shall appoint one of their members to serve as scribe to record minutes at meetings.

### **Section 2.03: Committees**

The Presbytery Trustees may appoint committees to carry out various tasks as necessary.

### **Section 2.04: Conflicts of Interest**

No member of the Presbytery Trustees may take action on any matter which directly relates to his or her congregation. Should this recusal result in the absence of a voting quorum, action of such matters shall be referred to the Leadership Council.

**(End of Article II)**

**(End of Presbytery Trustees Policy and Practice)**