
The Presbyterian Church of Barrington

Barrington, Illinois

**Guidelines for
the Board of Trustees**

Updated July 2007

THE BOARD OF TRUSTEES

Purpose:

The Board of Trustees shall receive, hold, encumber, manage, and transfer property, real or personal, for The Presbyterian Church of Barrington. The Trustees shall also accept and execute the deeds of title to such property; manage any permanent or special funds for the furtherance of the purposes of The Presbyterian Church of Barrington. The Trustees may also buy, sell and mortgage the real property of The Presbyterian Church of Barrington but only after approval of the congregation in a duly constituted Meeting of the Corporation and only after approval of the Presbytery of Chicago.

Organization:

The Board of Trustees shall organize as a board, of which the Pastor, Co-pastor, or Associate Pastor shall be advisory members. The Trustees shall elect a President, Vice President, Secretary, Treasurer, and Assistant Treasurer from among its 12 members. The Secretary shall keep a record of the board's proceedings.

Sub-Committees:

The following sub-committees report to the Trustees:

1. Finance and Insurance
2. Interior and Exterior Structures
3. Grounds and Maintenance
4. Memorial Garden
5. Endowment and Stewardship

Supervision:

As the whole congregation is under the jurisdiction of the Session, the Board of Trustees shall be under its supervision and authority. Its records shall be submitted at least annually and at other times upon the request of the Session. The Session may void or amend any action of the Board of Trustees, or direct the board to reconsider such action.

Meetings:

The Board of Trustees shall meet regularly, or upon the call of its President, or when directed to meet by the Session, but it shall meet at least quarterly. The Trustees shall determine its own quorum. A joint meeting of the Session and Board of Trustees shall be held at least annually to confer on matters of common interest, with the Moderator of Session presiding. No binding decision may be reached in such a joint meeting, but the Session and the Board of Trustees may act separately on matters committed to their care.

Related Service:

Members of the Board of Trustees may be appointed by Session to serve as liaisons on other committees or task forces. These Session committee appoints will include: Christian Education, Membership and Outreach, Mission, Nominating and Leadership Development, Personnel, Stewardship, and Worship, Music and Arts committees. The Session may select and appoint other members of the congregation to assist the Board of Trustees in their ministry of real and personal

property of the church. The Board of Trustees may also recruit members of the congregation to assist in their duties.

Particular Responsibilities:

Grounds and Maintenance:

1. To assess the budgetary needs of the building and grounds.
2. To prepare a continuing property maintenance and improvement plan.
3. To oversee the maintenance and repair of the buildings, heating and cooling systems, plumbing, and electrical facilities
4. To oversee the maintenance and repair of the landscape, parking, and all other church property on the exterior of the church buildings.
5. To maintain an inventory of all church owned equipment and provide for its care.
6. To recommend replacement and improvements on all church owned equipment.
7. To maintain a long-range plan for the development of church property, and define new construction and renovation projects.

Endowments and Memorials:

1. To maintain the Memorials & Gifts Fund, thereby providing financial support for special needs of the church that lie beyond the annual budget.
2. To maintain an Endowment Fund, thereby providing an asset base to help fund future ministries.
3. To maintain and review the investment of the Endowment Fund.
4. To maintain and review accounting and reporting requirements for the Endowment Fund.
5. To develop and implement an annual plan to encourage special gifts by members and friends of the congregation.
6. To maintain and review guidelines on the kinds of, and under what conditions, gifts are acceptable.
7. To ensure that gifts are acknowledged and are used in accordance with the agreement reached with the donor at the time of the gift.

Finance and Insurance:

1. To review all income and expenses monthly.
2. To review the reconciliation and audit of monthly bank statements.
3. To review all investments and special funds monthly.
4. To maintain insurance coverage on church facilities, officers and employees.
5. To prepare annual insurance coverage budget.
6. To arrange for the review of church financial records annually.
7. To collect, record, tabulate and secure all offering funds.

Composition:

Twelve trustees in three classes of four trustees, each class serving three-year terms of office, and the Pastor