

# Central Square Congregational Church, United Church of Christ Bridgewater, MA

## Property and Finance Team Handbook

**Purpose:** Coordinate the Church's property and financial needs.

**Mission:** To minister to and engage the church resources by creating meaningful care and oversight of the church property and finances, and to support the mission of the church.

**Members:** 3 elected leaders, plus project working groups, and individual volunteers. Elected Officers of Treasurer are members ex officio. Members may participate in person or virtually.

### Responsibilities:

- Manage fiscal affairs
- Maintain and care for the church building and grounds
- Conduct the business affairs of the church
- Prepare and administer the annual budget
- Manage donations and gifts to the church
- Maintain the valuables of the church (silver, etc.)
- Maintain historical records of the church
- Communicate with the church office, staff and other teams about team events, needs and publicity
- Maintain a handbook that provides a description and guidance for every initiative to ensure consistency and stability as members move on and off the Team.
- Maintain records of projects, including the purpose and contacts for each initiative.
- Provide a written annual report for the Annual meeting.
- Meet and/or communicate regularly with elected team leaders
  - During the first meeting of the program year, assign roles and responsibilities of members
  - Provide informal written updates for the Cabinet on the activities of the Team
  - Designate a representative for each Cabinet meeting

### Examples of Current Programs and Projects

- Stewardship programs
  - 40 for 40
  - Amazon Wishlist
  - Pledging programs
- Fundraising programs
  - Fundraising Think Tank
  - Church Fair
  - Central Closet Thrift Shop
  - Golf Tournament
  - Dinner Take-out
  - Gala Concert
- Capitol Campaign
- Building Project
- Grant Applications

- Trustees
  - Building maintenance