

# What is the Board of Management?



The Board of Management is an important part of any congregation in the Presbyterian Church of Victoria. It is tasked with managing certain non-ministry matters so that gospel ministry can proceed unhindered. The two major areas are finances and property. A third area relates to the human resources (HR) matters that flow out of the other two, such as occupational health and safety, and employment obligations. The Board sits under the supervision of the Session and must also follow all competent directions of the congregation. It is made up of the minister, elders and managers.

The managers are members of the congregation<sup>1</sup> who are elected to that position for a term of two years. By seeking to be good stewards in the areas of finances, property and other temporal matters, the managers help the minister and elders maintain their focus on pastoring the congregation.

The role of the Board of Management includes:<sup>2</sup>

- Managing the church's money (offerings, grants, other income), which includes:
  - ensuring any offerings at Sunday services are counted and the details are recorded.
  - keeping accurate financial records.
  - ensuring the minister and any other staff are paid.
  - developing and reviewing policies for management of funds, reimbursements and purchases.
- Drafting the church budget.
- Applying for grants from the denomination and other organisations.
- Maintaining the church's property (e.g. church building and manse) and assets.
- Annually preparing the financial statements of accounts for auditing.
- Annually reporting on its activities and the condition of the congregation's property and assets.
- Submitting the Annual Information Statement (AIS) to the Australian Charities and Not-for-profits Commission (ACNC).

Each year the Board of Management elects a secretary and a treasurer from its members. They have the following duties:

- **Secretary** → Keeps the minutes of the Board proceedings, takes charge of its documents, writes and receives correspondence (including collecting mail from the church PO Box) and does such other secretarial work as is appropriate to the office.
- **Treasurer** → Receives, distributes and accounts for all money under the care of the Board as it directs and, when required, produces for inspection all accounts together with all relevant documents.

Those who do not have a particular role or office often have other specific responsibilities or projects.

## Specifics for DPC

- Meets monthly, except for January. Managers are expected to attend each meeting.
- The minister ordinarily chairs the meetings and the elders only attend if necessary.
- The manager's role typically requires 1-2 hours a week of work on top of the monthly meeting.
- Managers are expected to submit reports prior to the meeting regarding their current projects or tasks.

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<sup>1</sup> This means those who have their name on the rolls of communicants or adherents

<sup>2</sup> For a full description, see the PCV Code, <https://pcv.org.au/resources/documents>