

Convenor, Property & Finance Workgroup

Role Profile

Reports to the Presbytery Council and has an honorarium.

Estimated an average of 12 hrs/week

Final 30 July 2026

INTRODUCTION

The workload of the Property and Finance Workgroup has become increasingly large, and it has relied upon a largely voluntary and ageing group of long-term members that have, over the years, contributed greatly. Alongside this increased workload have been some issues, such as timely attention, communication and transparency. Plus, the capital held by Presbytery is increasing due to the sale of buildings, requiring a stronger strategic, and in some areas professional expertise to make best use of these funds. It has therefore been decided to restructure the Property & Finance Workgroup to ensure it meets the current and future needs of our churches and other forms of ministries, including church plants and other developments. The restructure includes advertising for a Convenor.

The workgroup meets monthly for up to two hours, except January when there are no meetings. Normally the meetings are face to face, but can be held electronically. Additional meetings are at times required for urgent matters, which are usually held electronically

PURPOSE

The purpose of the Convenor role is to lead, support and manage the workings of the Property & Finance Workgroup in fulfilling its purpose. The purpose of the Workgroup includes:

- a) Assist and support churches progress property matters and their applications to the Church Property Trustees seeking approval. This could include engagement with Church Architectural Reference Group (CARG).
- b) Support churches to progress property and financial matters, aligned with Presbytery's Strategic Plan and within available financial resources.
- c) Provide support for churches in meeting their requirements in relation to property maintenance / repairs, which could include provision of grants if urgent and a priority to enable implementation of church plans for the future.
- d) Oversee property and financial assessments as part of congregational reviews.
- e) Financially support ministry outreach where warranted, subject to Presbytery Council approval.
- f) Collaborate with the Treasurer in the financial management of the Presbytery.

RESPONSIBILITIES

Accountable to the Presbytery Council, the responsibilities of the Convenor include:

- Ensure the Workgroup fulfils its purpose and meets its responsibilities.
- Ensure the Presbytery has confidence in the functioning of the workgroup, in particular engagement, communication, advice and timely response to requests for advice and/or proposals/submissions.
- Chair and be well prepared for meetings; ensuring a friendly, respectful, collaborative workgroup culture that gets the best out of all of its members.
- Oversee and support the Workgroup's Secretary and Property Advisor.
- Oversee the property assessments as part of congregational reviews.
- Managing the relationship of the Presbytery in respect to Property and Financial matters with both the CPT and the PCANZ Finance Office.

- Be the point of contact on behalf of the Workgroup.
- Ensure there is collaboration with the Treasurer in the financial management of Presbytery, including preparation of annual budgets.
- Provide a Property and Finance workgroup report to each of the regular Presbytery Council and full presbytery meetings, including being given the opportunity to speak to these reports as seen appropriate.
- Be a contributing associate member (non-voting) of Presbytery Council.
- Represent the Presbytery along with the Executive Officer at meetings between the CPTs and Presbyteries that are called by the CPTs from time to time to discuss and agree action concerning property, policy, insurance, etc.

REQUIREMENTS FOR THE ROLE

- Have a personal commitment in Christian faith.
- Have a commitment to work within the Presbyterian context.
- Experienced in governance and/or management.
- Preference to have finance and/or property management experience
- Excellent communicator and relationship builder.
- Well organized, efficient, and a quick learner.
- Ensure appropriate management of all documents relate to the Property and Finance workgroup.
- Experience in church engagement in community.
- Has successfully managed a portfolio of work/ matters.