

Job Description: Church Property Commission

Overview: The Church Property Commission's duties are to receive and act upon requests from churches regarding property; and to maintain a record of all properties of the presbytery.

The Church Property Commission reports directly to the Presbytery and is not accountable to the Coordinating Team.

Terms of Service: This Commission is composed of eight voting members: Chair of the Presbytery Coordinating Team, the General Presbyter, and six members-at-large. The members-at-large, one of whom shall be a competent legal advisor, are elected in three classes for **terms of three years**.

Meetings: Meetings are held as needed to accomplish the work of the Commission. Most meetings are held via email.

Requirements: Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's [Manual of Operations](#). Members should also have a working knowledge of how PC(USA) congregations and sessions work, and be familiar with the Book of Order as it relates to church property (G-4.02). Experience with Georgia property law is helpful.

Responsibilities of the Chair: The Chair is responsible for oversight of the functions of the Commission, as defined in the overview above; and for facilitating meetings, which includes developing agendas, gathering documents and other information, and communicating these to the committee members in a timely and effective manner. Other duties include reporting (written) to the presbytery via the Stated Meeting handbooks; and attending Stated Meetings of Presbytery when the Commission has business or announcements.