



**TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM
963 Pharmacy Avenue
Scarborough, ON M1R 2G5**

January 14, 2011

To: Chair of Trustees and Chair of Official Board, Church Council or Executive

Property Guidelines and Procedures, Toronto Southeast Presbytery

The Finance and Property Team of Toronto Southeast Presbytery has been working through the fall of 2010 on the accompanying document, "*Property Guidelines and Procedures, Toronto Southeast Presbytery*", which we are now pleased to share with you. Please feel free to share the document within your congregational leadership as you feel is appropriate.

It is our hope that this material will provide useful guidance and direction to congregational leaders and trustees when they are dealing with the larger matters related to congregational property. In particular it sets out where and when Presbytery involvement and approval is required, the planning and discernment steps that congregations and Trustees should take to ensure good decision making and the processes or best practices to follow in dealing with property matters in which the Presbytery becomes involved.

The document also represents the processes that the Finance and Property Team will be following and the advice and direction that we will be giving as we work with congregations and Trustees. In that way it serves as guiding our own work and decision making.

The real test of the content of the guidelines and procedures will be their usefulness to your work in your congregation. I invite your questions and comments about any part that you may find less than clear or complete as they would be the basis of revisions and improvements in the future.

Thank you for your continuing efforts in support of the life and work of your congregation.

Yours in Christ,

Thomas Clarke
Chair, Finance and Property Team
Toronto Southeast Presbytery

Enclosure: Property Guidelines and Procedures, Toronto Southeast Presbytery

The mission of Toronto Conference is to strengthen Congregations, Pastoral Charges, Outreach Ministries, and Missions to be faithful followers of Jesus Christ.

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