

JOB DESCRIPTION FOR TRUSTEES

Trinity United Methodist Church

Result Expected

This committee is required by all United Methodist Churches and is comprised of volunteers. Effective trustees will function as Christian stewards of the physical property God has entrusted to the congregation. This includes supervising and maintaining the property of the congregation so that the ministries of the congregation can be effective and local legal requirements related to property are satisfied.

Spiritual Gifts and Qualifications Helpful for this Job (Ministry)

Trustees benefit from one or more of these spiritual gifts: servanthood, helping/assistance, administration, giving and evangelism. The chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and exhibit evidence of active and growing discipleship.

Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with people of all ages, ability to work with other ministry leaders. The chair shall show prior ability to preside over meetings, delegate responsibility and follow up getting the job done.

Trustees should show genuine interest in responding to the hopes and concerns of people in your community and willingness to partner with community interests.

The Staff Parish Relations Committee may establish specific standards for this position.

Responsibilities of the Chairperson

This leader guides the work of the trustees through the year, including preparing and communicating the agenda for meetings, leading the meetings, following up actions by assigning responsibility for implementation, coordinating both routine and special maintenance of church property. The chairperson should maintain a healthy and growing spiritual life. This person needs to become familiar with disciplinary and legal requirements related to church property, and with United Methodist resources and organization. This person should consult regularly with the pastor about property matters.

Responsibilities of the Trustees

-This team, subject to the direction of the charge conference, has oversight and care of all local church property, buildings, and equipment to further the mission of the church. This is done in consultation with the pastor.

-This team and individual trustees need to engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract the team from the mission of making disciples of Jesus Christ for the transformation of the world.

-Trustees need to hold each other accountable to the mission and vision of the Church.

-Trustees ensure that the Articles of Incorporation of the congregation are kept up-to-date.

-Trustees annually review property, liability, and crime insurance coverage on church owned property, buildings, and equipment. The team also reviews personnel insurance for protection against risk, and consults with the Staff Parish Relations Committee about other personnel insurance.

-Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede full participation of all people.

-The team submits annual budget requests to the committee on finance for property maintenance and improvement, as well as new property purchases.-Trustees are accountable to the charge conference and the church council. The term “trustees” as used in the United Methodist Book of Discipline, may be construed to be synonymous “director” of corporations when required to comply with law.

-Other duties as assigned

Signed by Pastor:

Date:

Printed Chairperson Name:

Chairperson Signature:

Date:

SPRC

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