

St Charles United Methodist Church

Board of Trustees

MISSION:

The Trustees are Christian stewards of the property God has entrusted to the congregation. The Trustees supervise and maintain the property of the congregation to ensure that disciple-making ministries of the congregation are effective and that local legal requirements related to the property are satisfied. The Trustees are challenged to foster an environment which supports the mission of St Charles United Methodist Church to glorify God and make disciples by connecting people to Christ across all boundaries. No Limits!

RESPONSIBILITIES/GOALS:

The Board of Trustees shall be composed of not fewer than three nor more than nine persons; one third women and one third men. Trustees shall be of legal age as defined by law, and 2/3 shall be professing members of the United Methodist Church. No pastor is a voting member unless elected as a member. Legal requirements for trustees of property are outlined in the *United Methodist Book of Discipline 2012*, ¶2525 through 2551.

People serving on this Committee should have knowledge and skills for property and asset management; they should have the ability to listen to and communicate with people of all ages, and work well with other ministry leaders. Trustees should show genuine interest in responding to the hopes and concerns of people in the community and a willingness to partner with community interests.

The Trustees chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, the ability to delegate responsibility and follow up in getting the job done.

Among the responsibilities of the Trustees are:

- Subject to the direction of the charge conference, Trustees have oversight and care of all local church property, buildings, and equipment in order to accomplish the mission of the church. This is done in consultation with the pastor.
- Trustees need to engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and daily affairs can distract trustees from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
- Trustees receive and administer all gifts made to the congregation, making certain that trust funds of the congregation are invested properly. Bequests and gifts to endowment projects can, by direction of the charge conference, be directed to a special endowment or legacy committee. This committee will promote, invest, and distribute the proceeds from these gifts. Congregations should seek assistance from their conference or area United Methodist Foundation.
- 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 Pastor-Parish team 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 with "director" of corporations when required to comply with law.

Board of Trustees: Leadership & Membership – Term Expiry

- | | |
|---------------------------------|------------|
| • Ronnie Schindler, Chairperson | 12-31-2015 |
| • Henry Mender | 12-31-2015 |
| • Kurt Kienitz | 12-31-2015 |
| • Etta Petit | 12-31-2016 |
| • Cheryl Mender | 12-31-2016 |
| • Jessie DePriest | 12-31-2016 |
| • Bill Hamilton | 12-31-2017 |
| • Lettie Fleming | 12-31-2017 |

Ex Officio:

Tim Lawson - Pastor

Calendar of Events

First quarter – Jan to Mar

- Organize and elect officers.
- Review and evaluate all property and buildings.
- Formal report to the Church Council
 - List of open projects
 - List and status of requests for Building Use

Second quarter – Apr to Jun

- Evaluate all service contracts
- Evaluate insurance coverages for property and casualty risks
- Formal report to the Church Council
 - List of open projects
 - List and status of requests for Building Use

Third quarter – Jul to Sep

- Review and evaluate all buildings and property
- Review policies and procedures for receiving and managing wills, bequests and trusts
- Review and publish updated building use policy and request process
- Formal report to the Church Council
 - List of open projects
 - List and status of requests for Building Use

Fourth quarter – Oct to Dec

- Review Church Goals for coming year
 - Impact on building and property requirements assessed
- Prepare financial and resource budget (annual and longer range)
 - Operating expenses
 - Capital expenditure requirements
 - Report on all obsolete and damaged assets requiring replacement or repair
- Tour and inspect the Parsonage and meet with the Parsonage family about any issues or needs concerning their home
- Prepare all required audits, reports and property tax compliance reports required
- Inventory and inspect all assets (property, realty and equipment)
- Board of Trustees will perform and gap analysis evaluating its effectiveness of its own work in past year
 - How did we do?
 - What did we neglect?
 - Where did we shine
- Formal report to the Church Council
 - List of open projects
 - List and status of requests for Building Use
 - Any additional information as required by the Administrative Council or District Superintendent of the Church

