

Board of Trustees Responsibilities

Purpose:

1. Find the most Christ-centered ways to avail the physical property of the church so that those in ministry may have an effective center of operation.
2. Be sensitive and wise to the possible legal issues involving the church to ensure that her properties and personnel are properly protected against pointless risk.
3. Invest wisely any given bequest, trust or endowment in order to successfully carry out the fund's ministry and the giver's request.

Term: 3 years for team members; team leader is selected from the ministry team for a 1 year term

Meetings: Monthly with Trustees Team; Quarterly combined with Finance, SPRT, Trustees, and Lay Leadership

Trustees Team Leader attends Administrative Council

Duties (as governed by the Book of Discipline)

1. Supervise and care for all real property held in trust for the Iowa Annual Conference of the United Methodist Church and of all property and equipment acquired directly by that local congregation.
 - a. Annually review all properties to ensure proper upkeep and accessibility.
 - b. Annually review all pertinent insurance coverage.
 - c. Report to charge conference the results of reviews and any recommendations it deems necessary.
2. Receive and administer all bequests, trusts and endowments.
 - a. Administer these funds per local, state and federal laws.
 - b. May notify the charge conference to delegate the authority to receive, administer, and invest funds to a special endowment committee or advisory team.
 - c. Act as a socially responsible investor and to report annually to the charge conference regarding its carrying out of this responsibility.
3. Shall meet at the call of the pastor or its chairperson at least annually.
 - a. Each member and pastor should be given sufficient notification of a meeting and majority of the committee is a quorum.
 - b. Shall have not fewer than 3 nor more than 9 persons, at least 1/3 laywomen and 1/3 laymen of legal age.
 - c. At least two-thirds shall be professing members of The United Methodist Church. No pastor is a voting member of the board of trustees unless elected as a member.
4. Elect from the membership for a term of one year or until their successors shall be elected, a chairperson, vice chairperson, secretary, and a treasurer.
 - a. The chair must be a professing member of the United Methodist Church.
5. Under special circumstances (ex: purchase real estate), act in accordance with the vote of the Church of Charge Conference

Duties (as established through the UMCL Lay Leadership and Administrative Council):

1. Communicate with contractors regarding contracted work for the church (construction, lawn care, snow removal, etc.)
2. **Team Leader:** Schedule and lead the monthly meetings. Create agenda and lead the meeting.
3. **Team Leader:** Responsible for the meeting minutes (take or ensure are taken).
4. **Team Leader:** Maintain the ministry binder with meeting minutes and other activity information as necessary.
5. **Team Leader:** Communicate with the congregation as necessary
6. Operate within the means of the established budget.

Limitations & Collaboration:

Skills, Character, Spiritual Gifts:

Skills: Legally & technically minded, financially competent & judicious, delegating

Character: Responsible, moral, tenacious, steward for Christ, courage, mission minded

Spiritual gifts: Administration, leadership, wisdom, craftsmanship