

Trustees Operating Policy

Effective January 2017

Section VI Local Church Property

P2525: Local Church Board of Trustees' Qualifications-In each pastoral charge consisting of one local church, there shall be a board of trustees, consisting of not fewer than three no more than nine persons, and it is recommended that at least one-third be laywomen and that at least one-third be laymen. The trustees shall be of legal age as determined by law, and 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.

P2526: Local Church Board of Trustees' Election-The members of the board of trustees shall be divided into three classes, and each class shall as nearly as possible consist of an equal number of members. At the charge conference, on recommendation by the committee on nominations and leadership development or from the floor, it shall elect, to take office at the beginning of the ensuing calendar year or at such other times as the charge or church conference may set, to serve for a term of three years or until their successors have been duly elected and qualified, the required number of trustees to succeed those of the class whose terms then expire provided, however, that nothing herein shall be construed to prevent the election of a trustee to self-succession. The charge conference may assign the responsibility for election trustees to a church conference.

P2529: Charge Conference Authority- In a pastoral charge consisting of one local church, the charge conference, constituted as set forth in P246-247 shall be vested with power and authority both real and personal, of the local church. In fulfilling that duty, the charge conference may delegate certain duties and responsibilities to the board of trustees as described in the Discipline P2529, #1-5. However, the board of trustees shall always be subject to the direction of the charge conference. (1)

P2530 Local Church Board of Trustees' Organization and Membership- The board of trustees shall organize as follows:

1. Within thirty days after the beginning calendar year (in Wesley's case) each board of trustees shall convene at a time and place designated by the chairperson, or vice chairperson in the event that the chairperson is not reelected a trustee or is otherwise unavailable.
2. The board of trustees shall elect from the membership thereof, to hold office for a term of one year or until their successors shall be elected, a chairperson, vice chairperson, secretary and if need requires a treasurer, provided however that the chair and vice chair shall not be members of the same class and provided further the offices of secretary and treasurer may be held by the same person and the chairperson shall be a professing member of the local church. (2, 3)
3. NA (relates to incorporation of the local church)

P2531: Removal of local church trustees; vacancies

1. Should a trustee withdraw from the membership of The United Methodist church or be excluded there from, trusteeship therein shall automatically cease from the date of such withdrawal or exclusion.
2. Should a trustee of a local church refuse to execute properly a legal instrument relating to any property of the church when directed so to do by the charge conference and when all legal requirements have been satisfied in reference to such execution, the charge conference may by majority vote declare the trustees membership on the board vacated.
3. Vacancies occurring in a board of trustees shall be filled by election for the unexpired term such election shall be held in the same manner as for trustees. A vacancy occurring ad interim may be filled until the next charge conference by the Administrative Board.

P2532: Meetings of Local Church Boards of Trustees- the board shall meet at the call of the pastor or of its chairperson at least annually at such times and places as shall be designated in a notice to each trustee and the pastor at a reasonable time prior to the appointed time of the meeting. Waiver of notice may be used as a means to validate meetings legally where the usual notice is impracticable. A majority of the members of the board of trustees shall constitute a quorum. (4)

P2533: Board of Trustees' Powers and Limitations-

1. Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith, provided that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the Discipline, provided further, that the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages and customs of The UMC, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence the consent of the district superintendent; and provided further that pews in The UMC shall always be free; and that the church local conference may assign certain of these duties to a building committee as set forth in P2544.
2. The board shall review annually the adequacy of the property, liability and crime insurance coverage on church owned property, buildings and equipment. The board shall also review annually the adequacy of personnel insurance; the purpose of these reviews is to ensure that the church, its properties and its personnel are properly protected against risks. The board shall include in its report to the charge conference (P2550.7) the results of the review and any recommendations it deems necessary. (5)
3. When a pastor or board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles and ecumenical objectives.

4. The chairperson of the board of trustees and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.
5. NA (relates to responsibilities of the Endowment Committee)
6. The board of trustees shall conduct or cause to be conducted an annual accessibility audit of their buildings, grounds, and facilities to discover and identify what physical architectural, and communication barriers exist that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of all such barriers. The Accessibility Audit for churches shall be used in filling out the annual church and/or charge conference reports.

(Language taken from The Book of Discipline of the United Methodist Church, 2012)

Additional Policy specific to Wesley United Methodist Church:

(1) The administrative board is the executive committee of the charge conference and, therefore, all matters are subject to administrative board approval between meetings of the charge conference.

(2) Membership on the board of trustees shall be limited to no more than two consecutive terms.

(3) Members are encouraged to choose a leader with good organizational skills, someone who is able to delegate tasks and follow an efficient meeting structure. Nominations for chair come from the members of the trustees themselves. It is recommended that the current chair contact the slated board prior to the January meeting to ask for nominations for the new chair, so that the current chair can ensure that the nominated person is willing to serve.

(4) Wesley's trustees shall meet monthly with the option of not meeting one to two times per year if a meeting is not required. At each meeting, the board will review expenditures that were made from the prior month.

(5) Trustees will obtain a minimum of two written estimates from outside contractors in writing before voting on a contractor for any work projected to be \$1,000 or above. If there is a service or product that is only provided by one vendor or contractor (sole source provision) a waiver of this provision is needed by the Administrative Board. These bids will remain sealed and confidential to be considered at the same time.

(6) When projects/requests for funding are brought before the Charge Conference for a vote, the plan must be implemented in a timely manner and in the manner voted on by the Charge Conference.

(7) All contracts will be authorized by the members of the Board of Trustees at a duly called meeting. Any contracted work over \$1,000.00 must be signed off by the trustee's chairperson and at least three other trustee members.

