



Sicklerville United Methodist Church

Trustee Committee

Job Description for Trustee Chair

Purpose

The board of trustees supervises and maintains all property belonging to SUMC so that the ministries of the SUMC can be effective. The primary purpose of the church building and facilities is to enable the vision and ministry of the congregation. Good stewardship, common sense, and prudence dictate that the church, parsonage, facilities, property, equipment, furnishings, and other physical property be well maintained. While not necessarily required to personally maintain the facility, the Trustees are responsible for the effective coordination of activities essential to proper maintenance and improvement of the church buildings and grounds.

Note - *At least one-third of the trustees shall be laywomen, one-third laymen, and two-thirds must be members of The United Methodist Church. A provision in the Book of Discipline allows for up to one-third of the trustees to be nonmembers of your church.*

Responsible to Senior Pastor

Description of duties.

The Trustees chairperson should show evidence of prior effective ministry leadership.

The trustees together have several legal and administrative functions. They are to:

- Oversee, maintain, and supervise all local church property. This would include conducting an annual inspection and inventory of all church property, including the parsonage.
- Report annually to the charge conference on the state of the church's property, equipment, investments, and resources.
- Receive and administer all gifts made to the congregation
- Make certain that all trust funds of the congregation are invested properly.
- Develop guidelines for receiving and managing wills, trusts, bequests, and other investments given to the church.
- Ensure that the Articles of Incorporation of the congregation are kept up-to-date, if applicable.
- Be responsible, *in conjunction with the pastor*, for all use of the church buildings and grounds.
- Maintain adequate insurance coverage on all church property and develop appropriate risk management policies.
- Submit to the committee on finance the annual budget requests for insurance, property maintenance and improvement, and new property purchases.
- Be accountable to charge conference and to the church council.

Time requirements

The Board of Trustees holds a meeting once a month to review the status of action items and listens to requests from interested individual on facility issues. Time is also required when special circumstances and projects arise.

Term – 3 year term

Training and resources

- Read the *Guidelines for Leading Your Congregation 2009-2012*.
- **InfoServ**, a service providing current information about United Methodist resources, programs, and staff
- Meet within 30 days of the beginning of the calendar year to get acquainted and learn about your responsibilities, assess current needs for property and current ministry requests, and make plans for year.
- General Council on Finance and Administration has resources for legal information and risk management.

Qualifications, skills, and gifts

- Spiritual gifts of administration, servanthood, service/helps,
- A vibrant and growing personal commitment to Jesus.
- Evidence of a Christ-like attitude in words and actions
- Ability to preside over meetings
- Ability to delegate responsibility and follow up in getting job done
- Ability Knowledge and skills for property and asset management
- Ability to listen to and communicate with people of all ages
- Work well with other ministry leaders.