



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

TRUSTEES COMMITTEE

Job Description

Overview / Purpose

Effective Trustees are Christian stewards of the property God has entrusted to the congregation. Effective 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.

Meetings

- Quarterly with additional meetings as needed

Structure

The Board of Trustees shall be composed of not fewer than three, no 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.

Responsibilities:

- Trustees, subject to the direction of the charge conference, 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 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 Staff/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 church conference and the Administrative board. The term "trustees" as used in the *United Methodist Book of Discipline*, may be construed to be synonymous with "direct" of corporations when required to comply with law.

Mission: To Know Christ and to Make Him Known



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Chairperson

- Meet within thirty days of the beginning of the calendar year (§2530.1) to learn about your responsibilities, assess current needs for your property and current ministry requests, make plans for the year, and elect a chairperson and vice-chairperson. Set aside time for specific prayer, express your concerns, joys, observations to God and listen for God's direction for your leadership and your congregation, keeping with the church's mission statement of "To know Christ and to make Him known."
- Talk with your pastor and others in the congregation and community to understand their hopes and dreams for the ways the property might advance the congregations' vision for ministry
- Meet with your staff liaison regarding agenda items

Other Committees you will serve on

- Administrative Board
- House & Property
- Finance (can be committee representative)
- Endowment (can be other than chairperson)
- Leadership Council

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy