

The Local Church Board of Trustees

Duties and Responsibilities

- 1) There shall be a Board of Trustees, consisting of not fewer than three nor more than nine persons.
- 2) The trustees shall be of legal age as determined by law, and at least two-thirds shall be members of The United Methodist Church.
- 3) No pastor is a voting member of the board of trustees unless elected as a member.
- 4) 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.
- 5) At the charge conference, on recommendation by the Committee on Lay Leadership, or from the floor, it shall elect members to take office at the beginning of the ensuing calendar or conference year, to serve for a term of three years.
- 6) Within thirty days after the beginning of the ensuing calendar or conference year (whichever applies to the term of office), each board of trustees shall convene for the purpose of electing officers of the said board for the ensuing year and transacting any other business properly brought before it.
- 7) 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.
- 8) A majority of the members of the board of trustees shall constitute a quorum.
- 9) The responsibilities of the trustees shall include, but are not limited to the following:
 - a) To oversee, maintain, and supervise all local church property, reporting annually to the charge conference.
 - b) To receive and administer all bequests/trusts made to the local church
 - c) To make certain that all trust funds of the congregation are invested properly.
 - d) To ensure that the Articles of Incorporation of the congregation are kept up-to-date.
 - e) To be responsible, in consultation with the pastor, for all use of the church building and grounds.
 - f) To review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment.
 - g) To 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.
 - h) The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.
 - i) To submit annual budget requests to the committee on finance for property maintenance and improvement, as well as new property purchases.
 - j) To be accountable to the charge conference and the church council.
 - k) To 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.

Training:

From time to time the district offers workshops that can help you in your task. Check with the pastor and/or your district office to find opportunities that match your training needs.