

Trustees Committee

Required by the *Book of Discipline* of the United Methodist Church? Yes

Chairperson: Dennis Brown

Basic Responsibilities (From the *Guidelines*)

- Oversee, maintain, and supervise all local church property, including buildings and grounds.
- Be responsible, in conjunction with the pastor, for all use of the church buildings and grounds.
- 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.
- Ensure that the articles of incorporation of the congregation are kept up-to-date, if applicable.
- 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.

Examples of Specific Responsibilities (From the *Guidelines*): Review and evaluate all church property; Evaluate service contracts and insurance coverage; Conduct energy audits; Review building use policies; Inspect heating and air-conditioning systems for efficient use; Inventory and inspect equipment; Check all fire extinguishers; Schedule and conduct fire drills; Project financial needs for next year's budget; and Review year-end needs for annual reports and audit.

Time Required of Committee Members

There are usually at least eight meetings of the trustees committee each year, with each meeting lasting an hour or so. Additional short meetings may be convened to address specific issues as they arise. Individual or groups of trustees may also spend time between meetings seeking quotes from vendors for repairs and special projects and monitoring work performed by them. Trustees also supervise church-wide work days which usually occur once in the spring and fall.

Volunteers are love in motion.

Committee Day Potluck Luncheon on May 16.

Come and see where you can give back to the church.