



*Living God's  
Word, Sharing  
God's Love*

## DETAILED MINISTRY DESCRIPTION

*Chair of Trustees*

### ***Trustees Ministry Vision***

To supervise the care of all property and grounds belonging to the church so that the ministries of the church can be effective.

### ***Title***

Chair of Trustees.

### ***Responsible to***

Pastor, Church Council, Finance Committee.

### ***Description of Duties***

- Plan agendas and preside at meetings.
- Become knowledgeable of legal requirements that have to do with church property.
- Become knowledgeable of service contracts and service providers for the church.
- Participate in Church Council.
- Participate in Finance Committee.
- Prepare a budget request for the Trustees for the coming year.
- Report annually to the Charge Conference.
- Oversee and maintain all church property.
- Be responsible for the use of church property by members and nonmembers.
- Maintain adequate insurance coverage on all church property.
- Submit the annual budget to the finance committee.
- Assign members of the trustees to the following committees within the trustees. The committee as a whole performs minor repair or maintenance and organizes workdays as needed.
  - Overseeing the sexton.
  - Building maintenance.
  - Mechanical and Electrical.
  - Grounds maintenance and parking.
  - Parsonage.
  - Scholarship.
  - Security.

- Insurance.
- Policies for Building Use and Hold Harmless Agreements.
- Kitchen.
- Buses.
- Audio-Visual.
- Child Development.
- First Aid Equipment.

### ***Budget Responsibilities***

Prepare the annual budget needed to carry out the mission of the trustees.

### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If you are required to make a report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time Requirements***

The time required varies from month to month depending on the repairs or maintenance that needs to be completed. Creating the agenda and presiding over the monthly meeting usually require two to three hours each month.

### ***Term***

The Trustee Chair serves for one calendar year.

### ***Training and Resources***

- The United Methodist **Book of Discipline** - ¶¶2525, 2529, 2530, 2532, 2533, 2550
- Cokesbury Guidelines: **Trustees** – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Previous Trustee meeting minutes.
- The previous trustee chair serves as a resource and guide. The financial manager can provide information about funds available.

### ***Background Check***

Required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

### ***Qualifications, skills, and gifts***

- Willingness to serve in an important position that only receives recognition when things go wrong.
- Ability to work with and motivate others.

- Ability to accept criticism with an open mind.
- Ability to contact, work with, and oversee maintenance personnel.
- Ability to communicate with others.
- Ability to solve problem.
- Willingness to learn.
- A stable and growing relationship with Christ.
- Possess the following spiritual gifts:
  - Administration (R)
  - Faith (D)
  - Leadership (R)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

You will experience a personal growth in self-confidence as you work with others to keep the church functional and hospitable, so the ministries of the church are achieved.