



DETAILED MINISTRY DESCRIPTION

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

Trustees Member

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

Trustees Member

Purpose

To provide functioning and well-maintained facilities in support of the various church ministries.

Responsible to

Chair of Trustees, Pastoral staff, and Church Council

Description of duties

- Become familiar with the Vision and Mission statements of the church. Plan the team's goals and objectives to fulfill those statements.
- Assist with the maintenance of church property including the parsonage.
- Assist the church staff in setting priorities for use of the church property and to insure that the building use policy of the church is kept up to date.
- Serve on subcommittees of the Trustees Board that deal with insurance, church buses, trust funds involved in scholarships administered by the church, inventories of church property, security, church landscaping, and any other subcommittees necessary for the maintenance of church property.
- Assist with the development of the annual budget for the Board of Trustees.
- Take on personal tasks when the Trustee Board deems it appropriate to ask for assistance.

Budget Responsibilities

Assist the Chair of Trustees as requested to prepare the annual budget.

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.

Time requirements

- Attend meetings of the Trustees.

Term

Three years.

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.
- Become familiar with all church property and facilities for which the Trustees are responsible.

Background Check

Not 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. Provide this information to the Trustee Chair so that the updates can be made as needed.

Qualifications, skills, and gifts

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
 - Faith (D)*
 - Helps (R)*
 - Knowledge (D)

*D - Desired

*R – Required

Benefits to the Servant

To be actively involved in maintaining the property and grounds of the church.