



According to the Book of Discipline, "...in each pastoral charge consisting of one local church, there shall be a board of trustees, consisting of not fewer than three nor more than nine persons, and it is recommended that at least one-third be laywomen and that at least one-third be laymen. The trustees shall be of legal age as determined by law, and at least two-thirds shall be professing members of The United Methodist Church."

Book of Discipline ¶ 2524-¶ 2532 - Board of Trustees

DUTIES & RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Excerpted from The Book of Discipline, ¶259.4e, ¶2527, ¶2529, and ¶2532.

The responsibilities of the trustees shall include, but not be limited to, the following:

1. To oversee, maintain, and supervise all local church property, reporting annually to the charge conference.
2. To receive and administer (or reject) all gifts that are made to the congregation.
3. To make certain that all trust funds of the congregation are invested properly.
4. To insure that contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.
5. To insure that the Articles of incorporation of the congregation are kept up-to-date.
6. To be responsible, in consultation with the pastor, for all use of the church buildings and grounds.
7. To be responsible for adequate insurance for all church property.
8. To submit annual budget requests to the committee on finance for property maintenance and improvement, as well as to property purchases.
9. To be accountable to the charge conference and the church council.
10. To be generally aware of issues affecting the congregation and its property and to formulate long range plans accordingly.

The Board of Trustees shall consist of no fewer than three, nor more than nine, persons. The trustees shall be of legal age as determined by law, and at least two-thirds shall be members of the First United Methodist Church. No pastor is a voting member of the trustees unless elected as a member.

Time Commitment

The members of the board of trustees shall be divided into three classes, and each class (as nearly as possible) consist of equal numbers, and each serving a three year term. The members of the board of trustees shall be elected at the charge conference upon the recommendation of the Committee of Lay Leadership, or elected from the floor. The members shall take office at the beginning of the Church Calendar year. The board of trustees meets monthly.

A trustee is a volunteer position.

At the first trustees meeting in January of each year, the members of the trustees shall elect a chairperson, vice chairperson, and secretary to serve for the calendar year.



Chronological Listing of Activities During the Calendar Year

At the January meeting, the chairperson, vice chairperson and secretary are elected to serve for that calendar year.

The chair of the trustees (or his/her representative) should attend the monthly meetings of the finance committee and the church council.

At the January meeting, it is recommended that a trustee be appointed to head up each of the following subcommittees:

- Landscaping, Irrigation & Grounds

- Building Systems

 - Plumbing

 - Electrical and Lighting

- Exterior Building, i.e. roofing, walls, signage, etc.

- Building Security Team (Includes alarm management, keys, doors etc.)

- Preschool Representative.

- Technology Subcommittee.

 - Phone and PA Systems

 - Information Systems: Computers/Server and Computer Networks

 - Building Services Automation

 - Audio/Video Systems

 - Alarm and Security Systems

 - Closed Circuit Security Camera

- Transportation (Church Buses)

A report is given at each monthly meeting by these subcommittee chairs. Business items are presented to be discussed and appropriate motions made.

The Transportation subcommittee should report on the updating of authorized drivers for the church bus, and for the maintenance and safety inspections for the bus.

After the January meeting, the annual incorporation documents should be filed with the State of Georgia (via their website) and the annual incorporation fee paid. The report includes an updated list of officers for Kingswood Church, Inc.

At the beginning of January (or the end of December) the Trustees Report for the North Georgia Conference should be filed. (The Church secretary may be delegated to submit this report via the conference web site.)

By the February meeting, it is recommended that a contact list be handed out with the email addresses, home, work, and cell numbers of all members of the trustees. You discover that some trustee business will occur unexpectedly, and need an immediate



resolution. Consequently, phone or email discussion and voting will need to be carried out. The Trustees maintain an e-mail discussion list for this purpose.

A member of trustees should be present and follow the technician from the church Pest Control contractor when the annual termite inspection of our buildings is conducted.

A member of trustees should be present and follow the technician from the county Fire Marshal when the Fire Code inspection of our buildings is conducted.

During the summer, review the insurance coverage for our buildings and their contents, and be sure that our coverage is adequate for building replacement in case of a fire, etc. In September/October, sign onto the North Georgia Conference website and make the changes necessary for insurance coverage for the following year.

In September, develop the Trustees budget request for the following year and submit this request to the finance committee.

Trustees oversee the church property, including the parsonage (if any). Their responsibilities include making arrangements for maintenance and ensuring that the property stays in compliance with health codes and fire codes. They also oversee the finances of the church, especially the investments. They invest in funds that align with the social principles of the church.