The Duties and Responsibilities of the FUMC Board of Trustees

The following is taken from the 2006 Manual for Trustees prepared by North Central District Office of the Florida Conference and 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.

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, which is on January 1 at FUMC.

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

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

2. The chair of the trustees (or his/her representative) should attend the monthly meetings of finance, master’s plan and the church council. The master’s plan committee is a sub committee of the trustees.

3. At the January meeting, it is recommended that a trustee be appointed to head up each of the following subcommittees: Grounds Report, Security Team, Transportation Report and Preschool Representative. A report is given at each monthly meeting by these subcommittee chairs. 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. The master’s plan sub committee makes a report periodically as requested.

4. At each monthly meeting, review the finances and make any changes that are needed to checking and savings accounts to optimize our return. At times changes need to be made for the transfer or consolidation of funds and the selection of the institutions where these funds are deposited.

5. At each monthly meeting, there are usually about six Old Business and eight New Business items to be discussed and appropriate motions made.

6. After the January meeting, the annual FUMC of Gainesville, FL, Inc. report should be filed with the State of Florida (via their website) and the annual incorporation fee paid. The report includes an updated list of officers for FUMC of Gainesville, FL, Inc.

7. At the beginning of January (or the end of December) the Trustees Report for the Florida Conference should be filed. (In previous years this was done at the Charge Conference, but the filing time was changed starting with 2011 for the year 2010.)

8. At 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 will 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.

9. A member of trustees should be present and follow the technician from Florida Pest Control when he comes for the annual termite inspection of our buildings. Some parts of our buildings have dry wood termites and need to be treated (additional cost) periodically. There are two contracts: one for FH, Sanctuary, Epworth and Selle (buildings with crawl spaces); and one for the Scout Hut, and Bell Hall (floor-slab construction).

10. During the summer, review the insurance coverage for our six buildings and their contents, and be sure that our coverage is adequate for building replacement in case of a fire, etc.

11. In September/October, sign onto the Florida Conference website and make the changes necessary for insurance coverage for the following year.

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