



Policy / Document	Job Description – Trustee—Representatives and Lead	
Approved	TCC Church Council Leadership Team	2023-11-30
File Location	//Volumes/DATA/Users/1 - CHURCH COUNCIL LEADERSHIP TEAM/Structure_And_Job_Descriptions - Church Council/Job_Decription - Trustee Representatives - 2023-11-30.Docx	



This Job Description is approved by the action of the Church Council

Approved by the Church Council Leadership Team

Ray Whitehead, for Church Council

Date 2023-11-30



All Church Council Leaders

Read and become familiar with: Structure and Current Names – Church Council Leadership Team.

Read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church: at end of document.

Become extra familiar with the sections that relate specifically to your Church Council position.

Below are the **ordinary responsibilities** of this Church Council Leaders position. There may be times that other responsibilities fall to the Church Council and to this specific Leadership position.

All Trustee—Representatives

The Church Council has the following authority and accountability:

¶ 346. BOARD OF TRUSTEES. 5. Powers and Limitations. The board shall have the following powers and responsibilities: a. Oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any group, board, class, commission, or similar organization connected with it.....

The Trustee—Representatives and Lead have the authority and accountability for the “Trustee” related line items of the Church Budget.

Decisions to approve and fund routine/lesser-to-medium projects/purchases are at the discretion of the Lead and Representatives.

Larger projects/purchases should be brought to the Church Council for approval.

One Trustee—Representative meets with the Church Facilities Manager the week prior to the Church Council Leadership Team (Church Council) Meeting. Review with the Facilities Manager the following:

Current maintenance and building projects.

Future planned maintenance and building projects.

Necessary and requested possible maintenance and building projects.



Ensure that other Church Leaders, the Church Administrator, and the Financial Administrator know to contact the Trustee Representatives with necessary and requested possible maintenance and building projects.

Based on the above meeting, report to the Church Council any “Necessary and requested maintenance and building projects” to be discussed and a decision reached.

Report the Church Council decision to the Facilities Manager.

Call for the formation of ad hoc committee to investigate, acquire bids and other preliminary work necessary for larger maintenance and building projects.

Call for the formation of ad hoc committees to oversee the implementation of approved larger maintenance and building projects.

Oversee the work of the ad hoc committees. Report to the Church Council as necessary to provide updates, seek advice, and/or acquire approvals.

Together with the other Trustee—Representatives, 1) make the decision or 2) bring to the Church Council as to grant or deny requests to use TCC facilities or properties by outside organizations. [346. BOARD OF TRUSTEES. 5.b]

Trustee—Representative Lead

You do not have to do it all – you have the authority and accountability to delegate these tasks to the other Trustee—Representatives, or as necessary, to other Church Council Leaders.

Coordinate with the other Trustee—Representatives to accomplish the above tasks.

Follow up on all assignments given to the Trustee—Representatives and/or to other Church Council Leaders.



“Trustee” Yearly Report on Book of Doctrines and Discipline

¶ 346. BOARD OF TRUSTEES

Year Beginning Report – January _____

Trustee—Representative Lead, complete initial steps in this report and present to the Church Council in January of each year and updated as necessary throughout the year to satisfy the requirements of the Book of Doctrines and Discipline: ¶ 346. BOARD OF TRUSTEES.

Trustee—Representative Lead (Lead) and Trustee—Representatives (Representative) ensure that the following items in this report are accomplished by either 1) Trustees—Representatives, 2) delegation to other Church Council Leaders, 3) delegation to other Church Leaders or Staff Members or 4) permanent delegation in a standing TCC Policy.

Year End Report – May _____

Trustee—Representative Lead, ensure all initial steps in this report have been completed and present to the Church Council by May of each year to satisfy the above requirements of the Book of Doctrines and Discipline.

PLEASE NOTE: File the results of this Report in a single folder titled:

20____ - 346. BOARD OF TRUSTEES – Reports.

Much of this report will remain the same for several years. Consult last year’s Reports as a starting point for this report.

5. Powers and Limitations. The board shall have the following powers and responsibilities:

c. Ensure a Church Council Leader, an SPRC—Representative, the Facilities Manager and the Pastor make an annual review of the church-owned parsonage to assure proper maintenance. Guide the Church Council to make immediate resolution to parsonage issues affecting the family’s health and well-being. The Church Council is responsible to ensure timely resolution of parsonage problems affecting the health and well-being of the pastor or pastor’s family and shall provide that the parsonage be maintained in good condition.

Date of Parsonage Review visit: _____



SPRC—Representative: _____

Trustee—Representative: _____

Church Facilities Manager invited: _____

When will reported be present to Church Council: _____

Report to Church Council and next steps approved on: _____

Next steps completed on: _____

d. Subject to the direction of the charge conference, the Board of Trustees shall receive and administer all bequests made to the local church, shall receive and administer all trusts, and shall invest all trust funds of the local church in conformity with laws of the country, state, or political unit in which the local church is located. Nevertheless, upon notice to the Board of Trustees, the charge conference may delegate the power, duty, and authority to receive, administer, and invest bequests, trusts, and trust funds to a permanent endowment committee or to a local church foundation.

Church Council delegates this responsibility to, Church Financial Administrator at the direction of Church Council.

The Church Financial Administrator is directed to seek the advice and approval of Church Council before making and changes to the above accounts and funds.

e. The board shall conduct an annual accessibility audit of their buildings, grounds, and facilities to discover and identify any existing physical, architectural, or communication barriers that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of all such barriers.

Date of Accessibility Audit: _____

Trustee-Representative: _____

Other Church Council Leader or designee: _____

When will report be presented to Church Council on: _____

Report presented to Church Council and next steps approved on: _____

Next steps completed on: _____

6. Annual Report. The board shall annually make a written report to the charge conference, in which shall be included the following:



a. The legal description and the reasonable valuation of each parcel of real estate owned by the church;

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

b. The specific name of the grantor in each deed of conveyance of real estate to the local church;

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council: _____

c. An inventory and the reasonable valuation of all personal property owned by the local church;

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

d. The amount of income received from any income-producing property and a detailed list of expenditures in connection therewith;

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

e. The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures;

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

f. Outstanding capital debts, payoff date, and how contracted;



Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

- g. A detailed statement of the insurance carried on each parcel of real estate, indicating whether restricted by co-insurance or other limiting conditions and whether adequate insurance is carried;**

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

- h. The name of the custodian of all legal papers of the local church, and where they are kept;**

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

- i. A detailed list of all trusts in which the local church is the beneficiary, specifying where and how the funds are invested;**

Who will compile the report: _____

When will report be presented to Church Council on: _____

Report presented to Church Council on: _____

- j. An evaluation of all church properties, including the chancel areas, to ensure accessibility to persons with disabilities, and when applicable, a plan and timeline for resolving barriers to accessibility (¶ 346.5e).**

Date of Evaluation on Accessibility: _____

Trustee-Representative: _____

Other Church Council Leader or designee: _____

When will report be presented to Church Council on: _____



Report presented to Church Council and next steps approved on: _____

Next steps completed on: _____

Submitted by Trustee—Representative Lead

Lead Representative

Date _____



10.16.2023 version of the Transitional

Book of Doctrines and Discipline of the Global Methodist Church

Church Council Leaders, read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church:

¶ 103. PRINCIPLES OF OUR LIFE TOGETHER.

¶ 301. THE MISSION OF THE CHURCH.

¶ 305. TRANSFORMATIONAL DISCIPLESHIP.

Section VII. Organization and Administration

¶ 336. PRIMARY TASKS.

¶ 337. ORGANIZATION.

¶ 338. THE CHARGE CONFERENCE.

¶ 339. POWERS AND DUTIES.

¶ 340. ELECTION OF LEADERS.

¶ 341. REMOVAL OF OFFICERS AND FILLING OF VACANCIES.

¶ 342. DUTIES OF LEADERS.

1. Out of the professing membership of each local church, there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities:

2. The **lay member(s) of the annual conference**....

3. The **church council or governing board chairperson**....

¶ 343. THE CHURCH COUNCIL. 1. The church council, or its equivalent governing body, shall provide for planning and implementing a ministry of evangelizing and spreading scriptural holiness through **nurture, outreach, witness**, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council shall be amenable to and function as the administrative agency of the charge conference.



Section VIII. Local Church Administrative Committees

¶ 344. NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE.

¶ 345. PASTOR-PARISH RELATIONS COMMITTEE. [SPRC here at TCC] ¶

346. BOARD OF TRUSTEES.

¶ 347. FINANCE COMMITTEE.

¶ 348. OTHER ADMINISTRATIVE AND PROGRAM COMMITTEES.