

**THE BOARD OF TRUSTEES**  
**Ministry Position Description**  
**Bethel United Methodist Church (July 2012)**

The Board of Trustees shall have supervision, oversight and care of all real property owned by the local church and of all property and equipment acquired by the local church. The Board of Trustees shall review annually the adequacy of the property; liability and crime insurance coverage on church owned property, buildings and equipment. The trustees shall receive and administer bequests made to the local church; shall invest all trust funds. The trustees shall conduct an annual accessibility audit of their buildings, grounds and facilities. The Trustees shall have oversight and responsibility for developing the local church foundation. The Trustees shall be responsible for all deeds and official property documents of the church.

The following committees are accountable and amenable to the Board of Trustees:

The Cemetery Committee

The Parsonage Committee

The Memorial Gardens Committee

The Memorials, Wills, Estate Planning and

Scholarships Committee

The Kitchen Committee

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

**The Board of Trustees meets 2<sup>nd</sup> Monday of even months starting in February at 6:00 PM. Called meetings are held as needed.**

The Vice-Chair, and Secretary of the Board of Trustees shall be elected at the first meeting of the year for a period of one year.

**The Chair serves on the Church Council which meets 4<sup>th</sup> Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.**

**The Chair also serves on the Finance Committee, Parsonage Committee, Preschool Committee, and Child Protection (Safe Sanctuary) Committee with called meetings as necessary.**