



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Board of Trustees Chairperson

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title: Board of Trustees Chairperson
Reports to: Senior Pastor
Length of commitment: Three years
Schedule: Once of month or as needed.

Mission: To supervise and maintain all property belonging to FWBFUMC in such a way that it helps the mission and ministries to be as effective for making disciples possible.

Job Duties

- Pray for our church, our conference and our community.
- Read the “Guidelines for Leading Your Congregation: Trustees.”
 - As many of the details, responsibilities and job duties that are beyond the scope of this simple job description are referenced from this document.
- Basic responsibilities of the Chairperson of the Board of Trustees: (Guidelines, pg. 6)
 - Guide the work of the board of trustees throughout the year, planning the agendas and presiding at meetings.
 - The chairperson also creates an environment in which the team members nurture and care for each other.
 - Provide advice and direction to the Board of Trustees and others based on detailed knowledge of the disciplinary and legal requirements related to church property.
 - Keep close communications with the pastor and the Church Council.
- Basic responsibilities of the Board of Trustees:
 - Oversee, maintain, and supervise all local church property.

- Report annually to the charge conference on the state of the church's property, equipment, investments, and resources.
- Receive and administer all gifts made to the congregation; make certain that all trust funds of the congregation are invested properly.
- Ensure that the articles of incorporation of the congregation are kept up to date, if applicable.
- Be responsible, in conjunction with the pastor, for all use of the church buildings and grounds.
- Maintain adequate insurance coverage on all church property and develop appropriate risk management policies.
- Submit to the committee on finance the annual budget requests for insurance, property maintenance and improvement, and new property purchases.
- Be accountable to the Administrative Board and the Charge Conference.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!