

JOB DESCRIPTION FOR THE
BOARD OF TRUSTEES
1ST UMC OF VALLEY CENTER

The Primary Task of the Board of Trustees

To supervise and maintain all property belonging to First United Methodist Church of Valley Center so that the ministries of the congregation can be effective.

Responsibilities of the Committee

1. To oversee, maintain, and supervise all local church property, reporting annually to the church conference.
2. To ensure that the Articles of Incorporation of the congregation are kept up-to-date.
3. To be responsible, in consultation with the pastor, for all use of the church building and grounds.
4. To be responsible for adequate insurance coverage on all church property.
5. To submit annual budget requests to the committee on finance for property maintenance and improvement, as well as new property purchases.
6. To be accountable to the church conference and the church council.

Helpful Skills and Interests

1. Ability to listen to and communicate with people of all ages.
2. Interest in learning about property owned by the congregation.
3. Skills or interest in developing skills in property management.
4. Ability to work with other volunteers and committees.