

# BOARD OF TRUSTEES REPORT

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Name of Church \_\_\_\_\_

Date of Charge/Church Conference \_\_\_\_\_

Report completed by \_\_\_\_\_

In the Trinity Conference of the Global Methodist Church, we are grateful for local church Trustees who provide oversight and care for all real property owned by the local church (The Transitional Book of Doctrines and Disciplines of the GMC ¶346.5.a). To transparently share the good stewardship of each church’s Trustees with the whole church, the Board of Trustees is required to submit a written report to the annual church conference. According to ¶346.6, the report must include the following:

- Legal description and reasonable valuation of any real estate or any other property owned (including all church-owned land and buildings, parsonage, etc.) (Complete chart following and/or attach) (¶346.6.a).

PROPERTY OWNED	LEGAL DESCRIPTION	VALUATION (\$ estimate)

- Specific name of the grantor (one that conveys or grants) in each deed of conveyance (document transferring legal rights from seller to buyer) of real estate to the local church (§346.6.b).

PROPERTY OWNED	GRANTOR (NAME)

- Inventory and reasonable valuation of all personal property owned by the church (including movable property like furnishings and instruments; excluding land and buildings) (Complete chart following and/or attach) (§346.6.c).

PERSONAL PROPERTY OWNED	VALUATION (\$ ESTIMATE)

- Amount of income received from any income-producing property (if any) and a detailed list of expenditures in connection therewith (Complete chart following and/or attach with list of expenditures) (§346.6.d).

INCOME-PRODUCING PROPERTY	INCOME RECEIVED

- Amount received for building, rebuilding, remodeling, and improving real estate, and in itemized statement of expenditures (Complete chart following and/or attach with list of expenditures) (§346.6.e).

PROJECT (SPECIFY IMPROVEMENT)	AMOUNT RECEIVED FOR PROJECT

- Amount and payoff date for any outstanding capital debts (Complete chart following and/or attach) (§346.6.f).

DESCRIPTION OF DEBT	OUTSTANDING \$ (LEFT TO PAY)	PAYOFF DATE

- Statement of all property and liability insurance carried (Attach declarations or summary page from property and liability insurance policy or policies) (§346.6.g).
- Name of custodian for all legal papers (charter, by-laws, deeds, titles, etc.) and location of papers (Complete chart following and/or attach) (§346.6.h).

DOCUMENT(S)	CUSTODIAN (NAME OR ROLE)	LOCATION

- List of all trusts in which the local church is the beneficiary (if any), specifying where and how the funds are invested (Complete chart following and/or attach) (§346.6.i).

NAME OF TRUST	WHERE INVESTED	HOW INVESTED

- 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 (Complete checklist following and/or attach evaluation and plan and timeline for resolution) (¶346.5.e and 346.6.j).

Check boxes below if the statements following are true for your church:

- Marked handicapped parking space(s) are available with easy access to a church entrance (which is unlocked during worship services) which is accessible for people using wheelchairs, walkers, and canes.
- At least one visible church entrance (which is unlocked during worship services) is easily accessible for people using wheelchairs, walkers, canes, and strollers.
- The path from an accessible entrance to the sanctuary or main worship space is easily accessible for people using wheelchairs, walkers, canes and strollers.
- Seating in the sanctuary or main worship space is available and convenient for people using wheelchairs, walkers, and canes and their families.
- Handicapped accessible rest rooms are available, well-marked, and easily accessible from the sanctuary or main worship space.
- The chancel area, stage, and/or choir loft in the sanctuary or main worship space is accessible to people using wheelchairs, walkers, and canes.
- At least one rest room or private space with diaper changing table(s) is available, well-marked, and near the sanctuary or main worship space for families with infants and toddlers.
- Private space for nursing mothers and their young children is available, well-marked, and near the sanctuary or main worship space for families with infants and toddlers.
- Hearing devices or other hearing aids for the hearing impaired are available in the sanctuary or main worship space.
- Screens, large print hymnals and worship guides, and/or other visual aids for the visually impaired are available in the sanctuary or main worship space.

Describe in the box following (or attach) any plans to improve church accessibility:

Additionally, if a church possesses “a parsonage offered to the pastor for housing, the chairperson of the Pastor-Parish Relations Committee, the chairperson or designee of the Board of Trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family’s health and well-being” (¶346.5.b). Please answer the following questions, yes or no:

Does the church possess a parsonage offered to the pastor for housing?

- yes
- no

Has a Board of Trustees chairperson (or representative) participated in an annual parsonage review?

- yes
- no

Is the parsonage properly maintained?

- yes
- no

Have all parsonage issues affecting the family’s health and well-being been resolved?

- yes
- no

Is the parsonage mutually respected by the pastor’s family as the property of the church and by the church as a place of privacy for the pastor’s family? (¶245.8.m)

- yes
- no

Any additional information the Board of Trustees chooses to share with the church? Share in the box following or attach.