



## The Congregational Church of Hollis

# Trustees



Meets on 3<sup>rd</sup> Mondays at 7 pm  
3 year term

The Board of Trustees manage the financial affairs of the church. They prepare and manage the annual budget, monitor the maintenance needs of the church and parsonage, and oversee the work performed by the Facilities Committee and outside contractors.

### **Responsibilities:**

- Prepare and manage the annual budget
- Oversee the Endowment Fund usage that is managed by the Special Trustees
- Provide financial support and project direction for the maintenance and repair of the church and parsonage physical plant and property
- Provide financial support and direction to projects managed by the Facilities Committee
- Review new board or group projects for budget implications
- Coordinate contracts associated with the elevator, security system, insurance, land usage or building repairs
- Invest in pre-emptive repair and replacement of physical plant and contents
- Oversee employee salaries and new hire status based on budget impact
- Represent the Trustees on Church Council
- Support and assist with special church events (e.g., picnics, coffee hour, celebrations)

### **Time & Talent Opportunities for Church Volunteers:**

- Support Facilities Committee with small projects (e.g., electrical, plumbing, wood working, minor construction, and painting)
- Assist with general maintenance of buildings (e.g., cleaning and repairs)
- Help with yard maintenance and landscaping projects at church and parsonage
- Provide legal and contract expertise (e.g., document review)
- Outside contractor coordination
- Assist with and participate in special church events and activities

## From Feb 2018 Bylaws

### Board of Trustees

(a) The Board of Trustees shall consist of a minimum of seven with a maximum goal of nine members; three members shall be elected annually. The Treasurer shall serve as ex officio member without a vote. The Board shall elect its own chairperson.

(b) The Board of Trustees shall manage the financial affairs of the church. The Board shall have entire charge of all property, reserve funds and current moneys of the church. They shall consult with the Board of Deacons as to policies and changes to the sanctuary and its appointments. They shall work in cooperation and in an advisory capacity with those organizations which assume financial obligations with respect to the church's real estate. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without the specific vote of the church.

(c) The Board of Trustees shall prepare a budget for the ensuing fiscal year based on requests submitted by the church-sponsored organizations, boards and committees, the closing date for receiving requests to be established by the Trustees. The working budget is to be presented to the Church Council at their January meeting. The Trustees shall coordinate and present a complete church budget at the annual meeting.

(d) They shall authorize and direct the treasurer as to the payments of moneys under their control. They shall provide a complete report at the annual meeting of business and proceedings and the condition of the church's property. The Board shall anticipate major capital outlays and plan them over a period of years.

(e) All business of the Board shall be conducted at scheduled meetings with a quorum of at least five members present.

(f) The Board of Trustees shall appoint a minimum of one and not more than three active members to serve as Special Trustees, who may or may not be members of the Board of Trustees. The Church Treasurer may not serve as a Special Trustee. The Special Trustees shall be limited to three consecutive full three-year terms. The Board of Trustees shall fill vacancies when they occur. The duties of the Special Trustees shall (subject to guidelines and policies established by the Board of Trustees) include full charge and custody of 1) all legacies and gifts that are bequeathed to the Church for permanent endowment and 2) special funds that may be entrusted to them by the Board of Trustees or the Church Council with full power to invest the same and to collect and distribute all profits and income. Such income or profits shall be distributed in accordance with the terms of the bequest or as directed by the Board of Trustees and the Church Council.

Quarterly reports shall be submitted to the Board of Trustees; an annual report shall be made to the Annual Meeting and audited by the Church Auditors.

The Special Trustees shall be bonded or insured as the Trustees may determine.

(g) The Memorial Committee may allocate monies from the Memorial Gift Funds to pay for projects or items as the opportunity arises.

- All Memorial Gift monies received shall be put into a Memorial Gift Fund
- The Memorial Committee, which consists of three members appointed by the Board of Trustees, shall have the authorization to spend such funds.
- The Memorial Committee shall furnish a report on their activities during the year in the annual report.
- When possible, the family of the person being honored would be consulted concerning the use of the funds.