

Trustees Leadership Track

Job Description

Purpose

The Trustees Leadership Track provides strategic oversight of UPUMC's buildings, grounds, parsonage, equipment, insurance, and other physical assets. Trustees work with church staff to ensure that these resources are safe, accessible, financially sustainable, and prepared to support the church's mission.

The Trustees Leadership Track provides strategic oversight and counsel regarding UPUMC's buildings, grounds, parsonage, equipment, insurance, and other physical assets. Trustees establish direction consistent with the church's mission, assess risk, and make or recommend significant property decisions; church staff manages daily facilities operations, vendors, tenants, and implementation.

Trustees provide governance oversight and counsel; they do not direct staff or manage routine facilities operations and day-to-day tenant relationships.

The Learning, Leading, and Legacy Trustees work together to provide continuity, shared knowledge, and leadership for this work. Trustees provide oversight and counsel; routine facilities management and day-to-day tenant relationships ordinarily remain the responsibility of church staff.

Primary Responsibilities

Members of the Trustees Leadership Track:

- Connect the use and care of UPUMC's property with the church's vision and ministry priorities.
- Provide oversight and counsel to the church's facilities staff concerning buildings, grounds, the parsonage, equipment, maintenance, and repairs.
- Review significant facility needs, capital expenditures, service contracts, and vendor selections.
- Help develop and monitor annual and long-term budgets for maintenance, repairs, and facility improvements.
- Review insurance coverage and other areas of property-related risk, recommending appropriate action to Church Council.
- Ensure that appropriate safety, security, inspection, accessibility, and risk-management plans are maintained.
- Review the use of church facilities, including costs, available space, tenant relationships, and opportunities for ministry or revenue.
- Participate in meetings, site visits, inspections, and conversations with contractors, insurers, tenants, and governmental authorities as needed.

- Become familiar with and support the responsibilities described in the United Methodist trustee guidelines.
- Bring significant property concerns and recommendations to Church Council.

Additional Responsibilities of the Leading Trustee

The Leading Trustee:

- Convenes and leads monthly Trustees meetings.
- Works regularly with the UPUMC Facilities Manager and other appropriate staff.
- Coordinates the work of the Learning, Leading, and Legacy Trustees, delegating responsibilities when appropriate.
- Prepares and presents a monthly Trustees report to Church Council.
- Provides leadership when significant repairs, construction projects, insurance matters, or property-related concerns arise.

Gifts and Experience

Effective Trustees demonstrate:

- Organization, reliability, and sound judgment.
- The ability to lead collaboratively and delegate appropriately.
- Comfort reviewing budgets, proposals, contracts, and project information.
- The ability to identify and engage consultants, designers, contractors, and other professionals.
- A flexible schedule that permits occasional meetings, inspections, or site visits.
- Experience with building maintenance, construction, insurance, risk management, or facilities planning is helpful but not required.

Time Commitment

Trustees ordinarily meet monthly and participate in Church Council meetings as assigned. Members should also expect occasional site visits, inspections, vendor meetings, or conversations related to significant property matters.

The time commitment varies considerably according to current projects and facility needs. Major repairs, construction projects, insurance renewals, parsonage needs, or risk-management concerns may require additional attention. Not every Trustee is expected to attend every meeting or inspection, but each member is expected to remain informed and participate in significant decisions.

