

Trustee Guide



“Trustees are persons who assist the local church in the work of the physical plant.”

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I. Introduction



A. What is a Trustee?(page 98-102, (2021)

1. A trustee is a person election to manage the temporal concerns of the church (e.g., all real estate, churches, parsonages, schools, and any other property obtained by the local church). The trustees are amendable to the Quarterly Conference. Trustees serve at two levels:
 - i. The Annual Conference
 - ii. The Connectional (Connectional trustees constitute the Board of Incorporators)

B. Number of Trustees

1. The number of Trustees of each mission, circuit, or station shall not be fever than three, nor more than nineteen:

C. Mission

1. Is it time for yourselves to be living in paneled houses, while this house remains in ruins? Haggai 1:

II. Board of Trustees

A. Qualifications

1. Must be eighteen (18) years of age or older
2. Must attend training session regarding duties and responsibilities.
3. Must be a member of the church for at least 6 months.
4. Member of the A.M.E. Church for at least 2 years except in the case of mission or new work.
5. Must be in good and regular standing

B. Mode of Election

1. Whenever the law of the land requires a specific mod of election, the mode shall be observed in electing trustees.
2. When the civil law does not intervene, the trustee shall be elected annually by the members of the church

3. The minister shall appoint the time and place for holding the election and give notice of the same from the pulpit at least ten days, including two consecutive Sundays, prior to the election.
4. The minister must nominate twice the number of persons to be elected.
5. Every member of the church eighteen (18) years of age or older and I full communion has the right to vote for the nominees at the election meeting.
6. The election shall proceed until the required number of trustees shall have been elected by majority vote.
7. No officer, member or person shall interfere with the election of trustees or attempt to disturb or prevent the pastor from holding the election.

C. Chairperson of the Board

1. The minister in charge shall be chairperson of the Board of Trustees and the minister's signature shall be necessary to make the acts of the trustees legal.
2. Chairperson of the Board shall appoint a chairperson pro tem to act in his absence and his/her signature shall also be legal.

D. Duties of Trustees

1. The trustees shall manage all the temporal concerns of the church not otherwise provided for and shall have a treasurer elected by the Board.
2. The trustees shall guard for the Connection all real estate, churches, parsonages, schools, and any other property obtained by the local church.
3. The trustees shall make improvements upon the property or real estate when authorized to do so by a majority of the legal members of the church.
4. The trustees shall secure, by purchase, or hire, a house for the pastor's family and also comfortably furnish it. In lieu of this arrangement, the pastor may be given a housing allowance.
5. Trustees shall pay the moving expenses of the pastor and family from their previous assignment.

E. Order for Improvement

1. Whenever improvements are to be made, the pastor in charge shall call together in a Church Conference the voting members of the church, with a majority vote being necessary for the improvement to be authorized.

2. When a Church Conference has been properly called and a majority of the legal voters of the church are not present, the majority vote of those present shall be considered legal.

F. Amenable to Quarterly Conference

1. The trustees shall be members of the Quarterly Conference and shall be answerable to the body for their official conduct.
2. The trustees shall make a report of all receipts and expenditures during the quarter to the Quarterly Conference.
3. The trustees shall not in any manner obstruct or interfere in any mission, circuit, or station.
4. The trustees shall not prevent or attempt to prevent the bishop, or ministers of the A.M.E. church from preaching, expounding God's Holy Word, or serving as a pastor.
5. The trustees shall not prevent or attempt to prevent the use of the property for religious services or proper activities held from time to time which are recognized by the Annual/General Conference, or by the duly appointed presiding bishop under whose jurisdiction the pastor in charge is stationed.

G. Effects of Expulsion

1. Any trustee, who ceases to be a member of the church, shall immediately cease to be a trustee except in cases of debt for which he/she is joint security.
2. In the interim of the Quarterly Conference, the minister in charge shall have the power to suspend a trustee who refuses, neglects, or fails to discharge his/her duty.
3. The minister may fill the vacancy temporarily until the next meeting of the Quarterly Conference.
4. Permanently positions may only be filled by the usual mod of election.

III. Local Church Responsibility (Temporal Concerns)

A. Internal Matters

1. Trustees should assure that everything is in standard working order at all times.
2. Trustees should report and notify the stewards of funds needed to fix any broken or non-working equipment.

3. Trustees should keep an inventory of all equipment and supplies used by the church.
4. Trustees should assure that all equipment and supplies are properly identified as belonging to the church.
5. Trustees should keep a calendar of events occurring at the church and should assure that one trustee is present to open and close the church at all times.
6. Trustees should assure that the church is opened and closed for all scheduled worship services.
7. Trustees should make sure that the air condition or heat is appropriately turned on or adjusted before each service.
8. Trustees should assure that the building is properly cleaned at all times.

B. External Matters

1. Trustees should report to steward monthly any bills that are not in good and regular standing.
2. Trustees should assist stewards in maintaining the financial status of the church through tithes and offerings.
3. Trustees should assure that the lawn is properly maintained and manicured.
4. Trustees should assure that the building is properly painted and windows are cleaned at all times.
5. Trustees should assure that all vehicles are kept in good working order and proper maintenance is done.
6. Trustees should make sure that all insurance policies and service and/or maintenance agreements are kept up to date.
7. Trustees should inspect the building at least once per month checking for leaks, damage, or areas that may cause trouble.

C. Personnel

1. Trustees should make sure that all employees and volunteers are doing their jobs.
2. Trustees should report to the pastor and stewards any jobs that are going lacking and look for means to have them done quickly.

The temporal concerns of the church can be many depending on the size of the ministry and the condition of the church building and grounds. The list of things may not be inclusive of all the trustees of the church need to do. The trustees should work in close relationship with the pastor and stewards to maintain the integrity of the church and its assets.