

**Little Rock Baptist Church**  
**Trustee Ministry**  
**Bylaws, Guidelines, and Responsibilities**

**Purpose:**

The Trustee Board is to represent and act in the best interest of the members to assure continuation and protection of the Little Rock Baptist Church's (LRBC) assets and programs. The Board is to make sound judgments with respect to LRBC's properties and financial investments and to act judiciously in its oversight capacity for the well-being of the Church.

**Mission:**

The Trustee Board, guided by LRBC's principles will serve LRBC by leading with vision and clarity, listening to and advocating for our church community, and providing fiscal stewardship.

*"We shall take heed to ourselves, and to all the flock, in which the Holy Spirit has made us overseers, to care for the Church of God, which he obtained with the blood of His own Son."*  
(Acts 20:28 KJV)

**Membership:**

- 1.) The members of the Trustee Board must have sound fiscal integrity and the ability to safeguard all financial information.
- 2.) The members of the Trustee Board must contribute regularly to the support of the Church and either attends Sunday School and/or Bible Study on a regular basis.
- 3.) The Board shall consist of not less than four (4) Trustees, one of whom shall be the Church Financial Secretary.
- 4.) The Trustees, except the Financial Secretary shall be elected at the annual church meeting for a term of three (3) years. Members of the Board shall be able to succeed themselves.
- 5.) The Trustee Board shall choose annually a chairperson, a vice-chairperson, and a secretary. The Board member selected as the chairperson must have served on the Board for at least one year.
- 6.) The Board shall meet at regular scheduled meetings. Special meetings may be called by the chairperson or the vice-chairperson, and the secretary shall notify the other members. A majority of members shall constitute a quorum. All meetings will be opened and closed with prayer.

**Responsibilities:**

- 1.) The Trustee Board shall hold in trust all property belonging to the church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the church building for all extra or secular purpose, but the Board shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the Church.

- 2.) The Trustee Board shall have no power, excluding the sanctuary, to buy, mortgage, lease, or transfer any property without specific vote of the church authorizing such action. It shall designate the bank where the funds of the church shall be deposited. All bills authorized by the church shall be cleared through the Board before payment is made. It shall, when so instructed by the church, secure the services of a custodian at such salary as is authorized by the church, and secure from him/her acceptable service. It shall also, when instructed by the church, secure the services of the church secretary. It shall perform such other duties as are imposed upon it by the Church and State.
- 3.) The Trustee Board shall supervise ways and means of raising the necessary funds for the support of the church. It shall supervise the disbursements of these funds as appropriated. It shall make written reports to the church at the monthly official board meetings, the semi-annual and annual business meetings, and at such other times as may be desired by the Church leadership.
- 4.) The Trustee Board shall review annually the adequacy of the property, liability, and crime insurance coverage and security on church-owned property, buildings, and equipment. The purpose of these reviews is to ensure that the church and its properties are properly protected against risks.
- 5.) The Trustee Board shall establish and maintain a financial system that shall include a process for the recording of all donations and offerings, payment of all bills, receipts for purchases, etc. which includes documentation of collections and expenditures.
- 6.) The Trustee Board is empowered to disburse a maximum of \$250.00 per occurrence not to exceed \$1000.00 for church needs with proper documentation; without consulting the Official Board.
- 7.) The Trustee Board shall have responsibility of defining the Church budget at the beginning of each calendar year.
- 8.) Members of the Trustee Board shall assist with the collections of offerings when there is not a sufficient number of Deacons and/or Ministers available.

### **Officers' Duties:**

- 1.) **Chairperson** – In addition to responsibilities listed above, the Chairperson's duties include the following:
  - a) Provide coordination and oversight for the care, maintenance, use, and finances of the church
  - b) Prepare the agenda for and preside over all the Trustee Board meetings
  - c) Ensure that all trustees have the opportunity to speak on issues during Trustee Board meetings
  - d) Serve as a member of the Official Board to represent the Trustee Board
  - e) Give a state of the church report at the Annual and Semi-Annual meetings
  - f) Be one of the legal representatives of the church, which includes assuming the authority to sign contracts

2.) **Vice-Chairperson** – In addition to responsibilities listed above, the Vice-Chairperson’s duties include the following:

- a) Act in the absence of the Chairperson, and when so acting, the Vice-Chairperson shall have the responsibilities and the restrictions of the Chairperson
- b) Perform duties as from time to time that may be assigned by the Chairperson or by the Trustee Board
- c) Ensure that all members of the Trustee Board receive copies of governing documents and other pertinent information about the church
- d) Meet with the church Administrative Staff at the beginning of the church year to address additions, changes, or corrections to the church calendar. The Administrative Staff will work directly with the Vice-Chairperson throughout the year on calendar issues that may arise regarding the use of church.

3.) **Secretary** – The duties of the Secretary include the following:

- a) Schedule and notify trustees of all called Trustee Board meetings
- b) Prepare minutes of all Trustee Board meetings
- c) Provide a copy of the minutes to the church Administrative Staff
- d) Provide clerical support; and perform all duties related to or assigned to the office of Secretary by the Trustee Board
- e) Maintain files that include pertinent information that will be helpful to succeeding members of the Trustee Board

4.) **Financial Secretary** – In addition to the duties defined in the Church Bylaws, the Financial Secretary’s duties include the following:

- a) Ensure, in conjunction with the Treasurer, that signature cards and officers of record for bank accounts are updated as authorizations are changed.
- b) Ensure that accurate records of all collections, donations and disbursements of the church funds are maintained
- c) Present financial reports at the Trustee Board, Official Board, Annual and Semi-Annual meetings

**Board Members**

<u>Member</u>	<u>Position</u>	<u>Term Begin</u>	<u>Term End</u>
Deacon Melvin Wiggins	Chairperson	2007	2010
Sister Delores Lee	Vice-Chairperson	2007	2010
Sister Rosa Noel	Financial Secretary	2003	None
Sister Joyce Drew	Secretary	2009	2012
Deacon Altonio Brown	Trustee Board Member	2009	2012
Brother Doug Walton	Trustee Board Member	2009	2012