

That the trustees, through their Treasurer, assume control and administration of the non-operating funds of the church:

- I. Funds which have been restricted as to their use by the donor or donors
- II. Funds which by their name or definition are held for specific purposes
- III. Funds which appear to have no legal restrictions

That the Chairperson of the Trustees appoint an investment or advisory committee to assist the Treasurer in the investment of non-operating funds,

That the Treasurer be adequately bonded,

That the Trustees maintain a policy, subject to approval by the Administrative Board, that

- a. The funds on hand and subsequently received for the purposes reflected in Categories I and II above be only spent for the purposes for which they have been restricted or identified, and
- b. The funds reflected in Category III above and non-operating funds received in the future which have no specific restriction or definition be maintained as a part of an Operating Endowment, the income from which is to be transferred (at least annually) to the church treasurer for inclusion in the operating budget, and
- c. That any requests for the use or appropriation of the corpus of the funds identified immediately above as an Operating Endowment be directed to the trustees for consideration (realizing that ultimate authority continues to rest with the Administrative Board).

STATEMENT OF ACCOUNTS

DUKE MEMORIAL UNITED METHODIST CHURCH

December 31, 1986

ADD. II(d) White ~ \$15,000
= III(b) Cliff \$90,000

TITLE	Balance at Jan. 1, 1986	Receipts +	Disbursements	Balance at Dec. 31, 1986
Scholarship Funds <i>II(a)</i>	\$ 16,793.84	\$ 1,146.06	\$ 1,000.00	\$ 16,939.90
Dunn Scholarship Funds <i>II(b)</i>	5,030.40	346.16	-0-	5,376.56
Altar Guild <i>II(c)</i>	4,469.93	307.58	-0-	4,777.51
Upchurch Fund <i>II(d)</i>	591.07	5,650.71	250.00	5,991.78
Shore Memorial <i>II(e)</i>	31,832.66	2,190.54	2,190.54	31,832.66
Shore Estate <i>III(a)</i>	44,893.14	81,257.05		126,150.19
Operating Endowment <i>III(c)</i>	22,377.82	1,088.11	1,088.11	22,377.82
Book of Remembrances <i>II(d)</i>	998.47	68.70	-0-	1,067.17
Patrons Music Fund <i>II(e)</i>	3,518.89	242.13	-0-	3,761.02
Methodist Men <i>II(f)</i>	282.59	19.46	-0-	302.05
Cliff Estate <i>III(b)</i>	50,000.00	1,269.20	-0-	51,269.20
Computer Fund <i>II(i)</i>	2,837.00	255.00	-0-	3,092.00
Elevator Fund <i>II(g)</i>	6,584.00	-0-	-0-	6,584.00
Library Fund <i>II(h)</i>	1,065.30	58.57	95.00	1,028.87
TOTALS:	<u>\$ 191,275.11</u>	<u>\$ 93,899.27</u>	<u>\$ 4,623.65</u>	<u>\$ 280,550.73</u>

II(d) SECURITIES OWNED : 12-31-86

Carolina Power and Light Company	100 Shares
Duke Power Company	130 Shares
Dominion Resources	1,000 Shares
Exxon Corporation	1,000 Shares

} ~ Market 6/26/87
~ \$141,900

I(c) ***Duke Memorial has a Youth Fund that is given by an anonymous donor. This fund is held and administered by Bill Self. Income from it now is approximately \$2,365.00.

III(a) Shore Properties ~ 123 acres @ \$450/acre ~ \$55,000 ?

1984 Discipline
CHARGE CONFERENCE

THE CHARGE CONFERENCE

¶ 246. *General Provisions.*—1. Within the pastoral charge the basic unit in the connectional system of The United Methodist Church is the **Charge Conference**. The Charge Conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (¶ 46). It shall meet annually for the purposes set forth in ¶ 247. It may meet at other times as indicated in § 7 below.

2. The membership of the Charge Conference shall be all members of the Administrative Council or Administrative Board named in ¶ 254, together with retired ministers who elect to hold their membership in said Charge Conference and any others as may be designated in the Discipline. If more than one church is on the pastoral charge, all members of each Administrative Council or Administrative Board shall be members of the Charge Conference.

6. The members present and voting at any duly announced meeting shall constitute a quorum.

¶ 247. *Powers and Duties.*—1. The Charge Conference shall be the connecting link between the local church and the general Church and shall have general oversight of the Administrative Council(s) or Administrative Board(s).

2. The Charge Conference, the district superintendent, and the pastor shall organize and administer the pastoral charge and churches according to the policies and plans herein set forth. When the membership size, program scope, mission resources, or other circumstances so require, the Charge Conference may, in consultation with and upon the approval of the district superintendent, modify the organizational plans; *provided* that the provisions of ¶ 244 are observed.

3. The primary responsibilities of the Charge Conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the Administrative Council or Administrative Board which are in keeping with the objectives of The United Methodist Church.

7. The Charge Conference may establish a limit to the consecutive terms of office for any or all of the elected or appointed officers of the local church except where otherwise mandated. It is recommended that no officer serve more than three consecutive years in the same office.

14. As soon as practicable after the session of Annual Conference, each district superintendent or designated agent shall notify each local church in the district what amounts have been apportioned to it for World Service and Conference Benevolences. Following the Annual Conference, it shall be the responsibility of the pastor and the lay member(s) of the Annual Conference and/or the church lay leader(s) to present to a meeting of each Charge Conference a statement of the apportionments for World Service and Conference Benevolences, explaining the causes supported by each of these funds and their place in the total program of the Church. The district superintendent or designated agent shall also notify each Charge Conference of all other amounts properly apportioned to it. (See ¶ 719.)

¶ 248. *The Church Conference.*—To encourage broader participation by members of the church, the Charge Conference may be convened as the **Church Conference**, extending the vote to all local church members present at such meetings. The Church Conference may be authorized by the district superintendent on written request of the pastor or the Administrative Council or Administrative Board or 10 percent of the membership of the local church to the district superintendent, with a copy to the pastor, or at the discretion of the district superintendent. Additional regulations governing the call and conduct of the Charge Conference as set forth in ¶¶ 246-247 shall apply also to the Church Conference. A joint Church Conference for two or more churches may be held at the same time and place as the district superintendent may determine. A Church Conference shall be conducted in the language of the majority with adequate provision being made for translation. (For Church Local Conference see ¶ 2526.)

ADMINISTRATIVE BOARD

1984 DISCIPLINE

2. Or local churches may establish an Administrative Board to which its members, organizations, and agencies are amenable, and a Council on Ministries which shall consider, develop, and coordinate goals and program proposals for the church's mission. Where local church resources permit, this plan is the preferred model for organization. The Administrative Council or Administrative Board shall be amenable to and function as the executive agency of the Charge Conference. (See ¶ 246.)

¶ 245. The basic organizational plan for the local church shall include provision for the following units: a Charge Conference, an Administrative Council or Administrative Board and Council on Ministries, a Committee on Pastor-Parish Relations, a Board of Trustees, a Committee on Finance, a

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¶ 255. *Organization.*—The Administrative Board shall be organized annually by the election of a chairperson, a vice-chairperson, and a recording secretary. These officers shall be lay persons nominated by the Committee on Nominations and Personnel. The chairperson shall be elected by the Charge Conference. The vice-chairperson and recording secretary shall be elected by the Administrative Board at the first meeting of the new year. Additional nominations may be made from the floor.

¶ 256. *Responsibilities.*—As the executive agency of the Charge Conference, the Administrative Board shall have general oversight of the administration and program of the local church (¶ 253). The pastor shall be the administrative officer. The Administrative Board shall initiate planning, establish objectives, adopt goals, authorize action, determine policy, receive reports, evaluate the church's ministries, and review the mission and ministry of the church.

1. The Administrative Board shall be responsible for administering the organization of the local church which shall include: the Council on Ministries (¶ 257), the Committee on Nominations and Personnel (¶ 267.1), the Committee on Pastor-Parish Relations (¶ 267.2), the Committee on Finance (¶ 267.3), and the Board of Trustees (¶ 2524). The Administrative Board may co-opt additional persons from time to time to assist the local church in fulfilling its mission.

3. The Administrative Board shall:

a) Initiate planning, establish objectives, adopt goals and program plans for the ministries and the mission of the local church and evaluate their effectiveness. To fulfill this responsibility the board shall receive and act on recommendations from the Council on Ministries and other groups amenable to it. It shall submit an annual report to the Charge Conference.

b) Review the membership of the local church. To fulfill this responsibility the board shall receive reports from the pastor/membership secretary on membership changes, review practices of membership enlistment, training, and care with the pastoral and evangelism work area, and act on the goals and plans for membership growth recommended by the Council on Ministries.

c) Upon nomination by the Committee on Nominations and Personnel or from the floor, fill vacancies occurring among the lay officers listed in ¶ 249 between sessions of the Charge Conference.

d) Establish the budget on recommendation of the Committee on Finance.

e) Recommend to the Charge Conference the salary and other remuneration for the pastor(s) after receiving recommendations from the Committee on Pastor-Parish Relations.

f) Review the recommendation of the Pastor-Parish Relations Committee regarding the provision of adequate housing for the pastor(s), with attention to Annual Conference parsonage standards, and report the same to the Charge Conference for approval. It is the responsibility of the Administrative Board to provide for adequate housing for the pastor(s). Housing shall not be considered as part of compensation or remuneration, but shall be considered as a means provided by the local church, and for the convenience of the local church, to enable its ministry and the itinerant ministry of the Annual Conference. This legislation is to be effective at the close of the 1984 General Conference.

4. The Administrative Board shall ensure the promotion of all the benevolent causes authorized by the General, Jurisdictional, Central, Annual, and District Conferences, and encourage the support of World Service, conference, and other benevolences. The board shall coordinate all financial promotion that takes place within the local church. It shall assure that there is an adequate promotion and interpretation of the benevolent ministries of the church by working with such persons and units as the pastor (¶ 247.14), Committee on Finance (¶ 267.3), Council on Ministries (¶ 257), coordinator of communications (¶ 262.3), work area chairperson of missions (¶ 261.6), work area chairperson of education (¶ 261.3), and work area chairperson of stewardship (¶ 261.9). In the promotion of special days with offering (¶¶ 271, 272, 274) the Administrative Board shall assign responsibility to the local church program unit most closely related to the purpose of the offering.

1984 DISCIPLINECHURCH TRUSTEES**Section VII. Local Church Property.**

¶ 2524. In each pastoral charge consisting of one local church there shall be a **Board of Trustees**, consisting of not fewer than three nor more than nine persons, at least one third of whom shall be laywomen, each of whom shall be of legal age as determined by law and at least two thirds of whom shall be members of The United Methodist Church. By action of the Charge Conference the local church may limit the age of trustees to a maximum of seventy-two years of age.⁵

¶ 2525. The members of the Board of Trustees shall be divided into three classes, and each class shall as nearly as possible consist of an equal number of members. At the Charge Conference, on nomination by the Committee on Nominations, of which the pastor shall be chairperson (or if the committee fails to nominate, on nomination of the pastor), or from the floor, it shall elect, to take office at the beginning of the ensuing conference year, to serve for a term of three years or until their successors have been duly elected and qualified, the required number of trustees to succeed those of the class whose terms then expire; *provided*, however, that nothing herein shall be construed to prevent the election of a trustee to self-succession.⁶ The Charge Conference may assign the responsibility for electing trustees to a Church Conference.

¶ 2527.

3. The Board of Trustees of a charge shall provide for the security of its funds, keep an accurate record of its proceedings, and report to the Charge Conference to which it is amenable.

¶ 2528. In a pastoral charge consisting of one local church, the Charge Conference, constituted as set forth in ¶¶ 246, 247, shall be vested with power and authority as hereinafter set forth in connection with the property, both real and personal, of the said local church, namely:

1. If it so elects, to direct the Board of Trustees to incorporate the local church, expressly subject, however, to the Discipline of The United Methodist Church and in accordance with the pertinent local laws and in such manner as will fully protect and exempt from any and all legal liability the individual officials and members, jointly and severally, of the local church, and the Charge, Annual, Jurisdictional, and General Conferences of The United Methodist Church, and each of them, for and on account of the debts and other obligations of every kind and description, of the local church.

To direct the Board of Trustees with respect to the purchase, sale, mortgage, encumbrance, construction, repairing, remodeling, and maintenance of any and all property of the local church.

3. To direct the Board of Trustees with respect to the acceptance or rejection of any and all conveyances, grants, gifts, donations, legacies, bequests, or devises, absolute or in trust, for the use and benefit of the local church, and to require the

institution or institutions, each such account and the treasurer thereof shall be appropriately designated.

4. "Trustee," "trustees," and "Board of Trustees," as used herein or elsewhere in the Discipline, may be construed to be synonymous with "director," "directors," and "Board of Directors" applied to corporations, when required to comply with law.

¶ 2531. The Board of Trustees shall meet at the call of the pastor or of its president at least annually at such times and places as shall be designated in a notice to each trustee at a reasonable time prior to the appointed time of the meeting. Waiver of notice may be used as a means to validate meetings legally where the usual notice is impracticable. A majority of the members of the Board of Trustees shall constitute a quorum.

* ¶ 2532. Subject to the direction of the Charge Conference as hereinbefore provided, the Board of Trustees shall receive and administer all bequests made to the local church; shall receive and administer all trusts; shall invest all trust funds of the local church in conformity with laws of the country, state, or like political unit in which the local church is located. The Board of Trustees is encouraged to invest in institutions, companies, corporations, or funds which make a positive contribution toward the realization of the goals outlined in the Social Principles of our Church. The Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith; *provided* that the Board of Trustees shall not violate the rights of any local church organization elsewhere granted in the Discipline; *provided* further, that the Board of Trustees 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 law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor, or in the pastor's absence the consent of the district superintendent; and *provided* further, that pews in The United Methodist Church shall always be free; and *provided* further, that the Church Local Conference may assign certain of these duties to a building committee as set forth in ¶ 2541.

1984 DISCIPLINE

FINANCE COMMITTEE

3. There shall be a **Committee on Finance**, elected annually by the Charge Conference upon nomination by the Committee

¶ 267 ORGANIZATION AND ADMINISTRATION

on Nominations and Personnel, composed of the chairperson; the pastor(s); a lay member of the Annual Conference; the chairperson of the Administrative Council, or the chairpersons of the Administrative Board and Council on Ministries; a representative of the trustees to be selected by the trustees; the chairperson of the work area on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the Charge Conference may determine. It is recommended that the chairperson of the Committee on Finance shall be a member of the Administrative Council or Council on Ministries. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

Inasmuch as giving is clearly an integral part of Christian life, a program should be developed within every local church to engage in a stewardship education program which results in growth in giving that reflects the biblical standards of proportionate giving and tithing. This program should be auxiliary to the area of stewardship in the General Board of Discipleship (¶ 1215; see ¶ 261.9).

All financial askings to be included in the annual budget of the local church shall be submitted to the Committee on Finance. The Committee on Finance shall compile annually a complete budget for the local church and submit it to the Administrative Council or Administrative Board for review and adoption. The Committee on Finance shall be charged with responsibility for developing and implementing plans which will raise sufficient income to meet the budget adopted by the Administrative Council or Administrative Board. It shall administer the funds received according to instructions from the Administrative Council or Administrative Board.

The committee shall carry out the Administrative Council's or Administrative Board's directions in guiding the treasurer(s) and financial secretary.

a) The committee shall designate at least two persons (preferably not of the same family) to count the offering, giving a record of funds received to both the financial secretary and church treasurer. Funds received shall be deposited promptly in accordance with procedures established by the Committee on

THE LOCAL CHURCH

¶ 267

Finance. The financial secretary shall keep records of the contributions and payments.

b) The **church treasurer(s)** shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the Administrative Council or Administrative Board may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and Conference Benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the Committee on Finance and the Administrative Council or Administrative Board.¹⁰ The treasurer(s) shall be adequately bonded.

c) The committee shall make provision for an annual audit of the records of the financial officers of the local church and all its organizations and shall report to the Charge Conference.

d) The committee shall recommend to the Administrative Council or Administrative Board proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.

e) Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.

f) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the Administrative Council or Administrative Board.

g) The committee shall prepare annually a report to the Administrative Council or Administrative Board of all designated funds which are separate from the current expense budget.

4. The Administrative Council or Administrative Board may appoint such other committees as it deems advisable, including: Committee on Communications, Committee on Records and History, Committee on Health and Welfare and Committee on Memorial Gifts.

¹⁰See Judicial Council Decisions 63, 320, 539.