



Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report

(¶ 2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2016 Book of Discipline.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

_____ Church _____ Charge
 _____ District _____ Annual Conference

For the period beginning _____, and ending _____
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. Organization for the present conference year was effective (date) _____, by electing the following officers (no less than three, and up to nine persons):

	Name	Term Expires
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

2. Is the local church incorporated (¶2529.1a)? Yes No

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

	Name(s)	Office	Book	Page
Church Buildings	_____	_____	_____	_____
Church Buildings	_____	_____	_____	_____
Parsonages	_____	_____	_____	_____
Parsonages	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

b. Who is the custodian of deeds and other legal papers?

c. Where are they kept?

4. Does each deed contain trust clause (¶2503)? Yes No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? Yes No

6. a. Insurance (¶2533.2, 2550.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
Church Buildings	\$	\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Parsonages	\$	\$			Y <input type="checkbox"/>	Amount:	
					N <input type="checkbox"/>		
Church Furnishings and Equipment	\$	\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Parsonage Furnishings and Equipment	\$	\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Vehicle(s)	\$	\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
General Liability		\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Worker's Compensation					Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Directors and Officers/Errors and Omissions/Crime		\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		
Professional Liability Coverage (Including Sexual Misconduct)		\$			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		

b. Have the buildings been inspected for fire and other safety hazards within the past year? Yes No

c. Have you assessed the of replacement value within the last 5 years? Yes No

d. Who performed the assessment?

e. Does the church have a Safe Sanctuary Policy? Yes No

f. Is the amount of insurance adequate? Yes No

(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at <http://www.gcfa.org/gcfa/united-methodist-church-minimum-insurance-requirements>)

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? Yes No

(attach as a report; an example accessibility audit form may be found at <http://www.gcfa.org/forms-and-resources>)

b. If needed, have you developed an accessibility plan? Yes No (Attach plan)

8. Provide a detailed list of income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry

(Attach as a supplement a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." § 2533.5 and § 2550.9)

President of Trustees _____

Printed Name: _____

Date: _____

Annual Report of the Board of Trustees, 2017-2020

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

United Methodist Church Minimum Insurance Requirements

During the 2016 General Conference in Portland, OR, Petition 60158, relating to adequate insurance coverage, was adopted. This Petition amends ¶ 2533.2 in *The Book of Discipline (2012)* and alters the responsibilities of a local church's board of trustees as it relates to their report to the charge conference. The current *Book of Discipline* does not provide for any standards to be made available to assist local church trustees in their annual review of insurance coverages. The paragraph now states:

The board of trustees shall annually compare the existence and adequacy of the church's insurance coverages to an insurance schedule annually published by the General Council on Finance and Administration. The purpose of this review is to ensure that the church, its properties, and its personnel are properly protected against risks. The board shall include in its report to the charge conference (¶ 2550.7) the results of its review and recommendations needed to timely bring the church into compliance with the published schedule.

Typical "a la carte" programs designed for businesses allow churches to pick and choose their coverage, which often leads to gaps in coverage. Churches need a package that covers all of the lines of coverage important to a ministry – i.e., sexual misconduct, employment practices, directors', officers' & trustees, employee benefits liability, and coverage for volunteers. This allows for focus on more important aspects of ministry.

This change provides guidance and empowerment to local church boards of trustees in ensuring that the assets of the denomination are protected by adequate insurance coverages. [Click here](#) to access the current minimum insurance requirements from GCFA. These dedicated (non-shared) limits provide a starting point for churches as they are entrusted to be good stewards in protecting God's assets.



United Methodist Church

Minimum Insurance Requirements

The Book of Discipline requires local church trustees to annually review and report on the adequacy of local church property and liability insurance coverage “to ensure that the church, its properties, and its personnel are properly protected against risks.” Since 1797, the Book of Discipline has provided that the property and assets of local churches are held in trust for the benefit of the denomination. Inadequate insurance puts local church property and assets at risk, including the denomination’s trust interest therein. Therefore, in representing the denomination’s trust interest, the following minimum insurance requirements are adopted for local churches:

COMMERCIAL PROPERTY & LIABILITY PACKAGE POLICY, to include the following minimum limits:

Property

- Buildings, Pipe Organs & Contents - Insured to Replacement Value, “Special Risk” Coverage
- All Church buildings should have an updated replacement cost valuation every five (5) years.
- The replacement cost valuation must be updated within 180 days if additional square footage is added.

Liability

• Commercial General Liability	Occurrence	\$1,000,000	Aggregate	\$3,000,000
• Pastoral Counseling Liability	Occurrence	\$1,000,000	Aggregate	\$3,000,000
• Hired and Non Owned Auto Liability	Occurrence	\$1,000,000	Aggregate	\$3,000,000
• Employee Benefits Liability (EBL)	Occurrence	\$1,000,000	Aggregate	\$1,000,000
• Medical Payments		\$10,000		
• Sexual Misconduct Liability	Occurrence	\$1,000,000	Aggregate	\$2,000,000
• Crime / Employee Dishonesty	Occurrence	\$25,000		

DIRECTORS’ & OFFICERS / EMPLOYMENT PRACTICES LIABILITY, to include the following minimum limits:

- Directors’ & Officers / Employment Practices Liability \$1,000,000 (including Sexual Harassment)

UMBRELLA / EXCESS LIABILITY, An Umbrella / Excess Liability policy is suggested for all churches and required for those with a membership of five-hundred (500) or more.

If applicable, this excess policy must extend over Commercial General Liability, Pastoral Counseling, Employee Benefits Liability, Owned Auto, Hired & Non-Owned Auto and Workers Compensation. A higher per occurrence limit may be appropriate based on specific risk characteristics such as church size and/or scope of operations and ministries.

WORKERS’ COMPENSATION / EMPLOYERS LIABILITY INSURANCE, as required by state law. **Every church** should have an in force Workers’ Compensation policy. By North Carolina Law, if you pay three people in a year – example – Part time Janitor, Part time Music Director, and Part time Landscaper – you are required to carry Workers’ Compensation, unless the person(s) provide a valid Certificate of Insurance showing evidence that they have Workers’ Compensation Coverage in force. Providing a 1099 or Independent Contractor status DOES NOT exempt you from this law. All coverages and policies should be underwritten by an Admitted Carrier, licensed in the State of North Carolina, and carry an A.M. Best’s Financial Rating of “A” or better.

- | | | |
|-----------------------------|---------------|-------------|
| • Bodily Injury by Accident | Each Accident | \$1,000,000 |
| • Bodily Injury by Disease | Policy Limit | \$1,000,000 |
| • Bodily Injury by Disease | Each Employee | \$1,000,000 |

COMMERCIAL AUTOMOBILE LIABILITY, applicable only if the church owns an automobile; to include the following minimum limits:

- Limit of Liability \$1,000,000