

The Church Business Administration Network  
*Foundations of Servant Leadership*



## *Church Trustee Training*

[www.cba1.org](http://www.cba1.org)

[Dr.Whitaker@cba1.org](mailto:Dr.Whitaker@cba1.org)

(804) 617-7855

Monday, June 2, 2025

6:00PM

### **4 Governing Documents of Church Trusteeship**

1. Word of God
2. Baptist Doctrine
3. Virginia State Law
4. \*Bylaws & Constitution (with the condition that they are consistent with the first three)

### **What is the Church Trustee?**

### **The Church Trustee Equation**

## **What is the Baptist Church Trustee?**

Church Trustee responsibilities differ from church to church. Common Trustee responsibilities include...

- Legal Representative (Common for All Trustees)
- Church Finances
- Church Facilities
- Church Staff/Human Resources
- Church Building Usage/Event Management

## **Which is True?**

1. The Congregation is Accountable to the Trustees
2. The Trustees are Accountable to the Congregation

All Trustee “business”, actions, and transactions should be conducted in a manner that is approved and desired by your church and congregation.

Church Trustees must not be self-serving, but must possess the desire and the ability to do what best benefits the congregation, church, and Body of Christ of your church.

## **Moral Characteristics of the Church Trustee**

- Honesty
- Integrity
- Trustworthiness
- Desire to serve in such a way that their actions benefit the church’s members.
- Ability and willingness to refrain from doing things that are inconsistent with the church’s mission and the people’s desires.

## **Spiritual Characteristics of the Church Trustee**

1. Regularly attending the church’s Christian Nurture and Education activities such as Bible Study, Sunday Church School, and Sunday morning Worship Service.
2. Being regular tithers and givers towards the church’s ministry and mission.
3. Maintaining personal devotions at home.
4. Being a Christian example for church members as well as the members of their families in their homes.

### **Trustee Ministry/Board Meeting Responsibilities**

1. Trustee Meetings: All trustees should attend all Trustee Ministry/Board meetings.
2. Be Transparent: Ensure that all actions taken by the Trustee Ministry/Board during the course of all Trustee Meetings are consistent with the Governing Documents (Bylaws & Constitution) as approved by the congregation.
3. Ensure that all actions taken and/or discussed during the Trustee Meeting are properly noted and documented.

### **Trustee Ministry/Board Meeting Responsibilities**

Trustee Meeting Packet:

A Packet of the following Trustee related information should be sent to all Trustees in advance of each Trustee Meeting:

- A. Meeting Agenda: The agenda of all matters to be discussed during the scheduled Trustee Meeting.
- B. Supporting Documentation: Any contracts, invoices, or business-related information that reference or support any agenda items that will be discussed.
- C. Previous Meeting's Minutes: The meeting minutes detailing all conversations, decisions, and actions during the previous Trustee Meeting.