

## Conference Board of Trustees — Toolkit

**Your Mandate:** Steward, safeguard, and deploy conference-level property and assets so they advance the Church's mission, within the trust-clause polity and the Discipline's legal guardrails.

### 1) Core Duties (at a glance)

- Hold & administer assets in trust for benevolent/charitable/religious purposes; honor donor intent (§2512.3a–b).
- Title holder for conference property as directed by the annual conference (§2512.3c–d).
- Transact legally: make/execute deeds, mortgages, leases, purchases with required consents (§2512.3g–i; §2515).
- Invest prudently per conference policy; maintain collateral/security as required (§2512.3f).
- Report annually on all trust funds, property, receipts/disbursements (§2512.6).
- Insurance & risk: recommend comprehensive program; manage claims on closed properties (§2512.8; §2549.3–.4).

### 2) Composition & Organization

- Twelve members (recommended ⅓ clergy, ⅓ laywomen, ⅓ laymen), staggered four-year terms; elect officers; amenable to the annual conference (§2512.1–.2).
- Coordinate closely with GCFA, DBCLB, Archives & History, and the Episcopal Residence Committee (§2514; §637).

### 3) Transactions — Quick Pathway (Cheat-Sheet)

Real property sale/long lease/mortgage/purchase (§2515)

1. Authority: Annual conference vote or ad-interim action with bishop + majority of DSs (in consultation with DBCLB).
2. Execution: Two trustee officers sign; include bishop's conformity statement.
3. Trust-clause conformity: Instruments conform to §2501 and civil law (§2506–§2508).
4. Records: Minutes, consents, closing docs, deed restrictions filed and archived.

Camps/retreat centers (§2516): Require authorization by the related annual/district conference; follow governing instruments.

Episcopal residences (§2514): Protect each participating conference's equity; joint-ownership actions require specified consents.

### 4) Closed Churches & Exigent Circumstances (§2549)

- Closure: Upon conference action, title vests immediately in conference trustees; secure, insure, remove insignia; deposit records with Archives & History (§2549.2–.4).
- Exigent circumstances (between sessions): With bishop + DS majority + DBCLB consent, trustees receive title ad interim to protect property; report to next session (§2549.3b).
- Proceeds: Apply urban/non-urban rules (urban proceeds serve ministries in urban transitional communities) (§2549.7).

### 5) Guardrails You Must Know

- Non-jural denomination: only authorized units may sue/hold title (§2509).
- Bonding & audits: bond custodians of funds; do not approve statements until verified (§2511).
- Two-officer rule on instruments (§2512.3i; §2515).

- No “exit by closure”: ¶2549 cannot be used to create a disaffiliation path or resale back to departing groups (see JCDs below).

## 6) Meeting Flow (70–90 minutes)

1. Devotion & agenda (5)
2. Risk & insurance snapshot (10)
3. Transactions docket (20–30)
4. Closures/exigent actions status (15)
5. Investments & reports (10)
6. Archives/legal file review (5)
7. Assignments & timelines (10)
8. Prayer (5)

## 7) Annual Rhythm

- Q1: Review investment & risk policies; confirm bonding; schedule audits.
- Q2: Property inventory; equity/accounting for episcopal residence; DBCLB consultation.
- Q3: Prep conference reports; finalize transaction packets; review camp/retreat governance.
- Q4: Present annual report; archive deeds/records; plan next year’s insurance program.

## 8) Quick Motion Templates

- Authorize Transaction: “Move that the Board, upon securing the required consents under ¶2515, execute the [sale/lease/mortgage/purchase] of [property] and authorize any two officers to sign instruments with the bishop’s conformity statement.”
- Exigent Title Vesting: “Move to request the bishop and a majority of DSs, in consultation with DBCLB, to declare exigent circumstances under ¶2549.3(b) so title vests ad interim for protection.”
- Urban Proceeds Direction: “Move to designate proceeds from the sale of [urban] closed-church property to ministries in urban transitional communities per ¶2549.7.”
- Investment Policy: “Move to adopt/affirm the Conference Investment Policy in compliance with ¶2512.3(f) and report implementation annually.”

## 9) Common Pitfalls → Fixes

- Missing consents/incorrect signatures → Use the consent checklist; enforce two-officer execution.
- Using closure as an exit path → Do not pre-arrange resale to departing groups; follow ¶2549 strictly.
- Weak archiving → Centralize legal archives; index deeds, restrictions, closings, equity records.
- Insurance gaps → Annual coverage review; require certificates; document claims on closed properties.

## Quick References

- Trust clause & civil-law compliance: ¶2501; ¶¶2506–2508; non-jural: ¶2509; bonding/audits: ¶2511
- Conference trustees: composition/powers: ¶2512; episcopal residence: ¶2514; transactions: ¶2515; camps: ¶2516
- Closures/exigent circumstances/proceeds: ¶2549
- Selected Judicial Council Decisions: JCD 190 (investments direction), JCD 194 (episcopal residence equity), JCD 1461(proceeds from closed-church sales), JCD 1490 (exigent closures), JCD 1512 (¶2549 not exit), JCD 1518(post-2553 separation process null).

*Stewardship with precision: every transaction documented, every consent in order, every asset aligned to mission.*