**National Capital Baptist Convention**

**Annual Congress of Christian Education  
Theme for 2020: Christians United to Save America**

**School for Trustee Ministry  
Director: Rev. Dr. Carolyn Gilmore  
Saturday, June 20 ~~ 11:00am – 1:00pm via ZOOM**

***INTRODUCTION***

You are blessed to be a blessing. What does that mean?

By virtue of our baptism by water and the Spirit, God calls all Christians to faithful

discipleship, to grow to maturity in faith (see Ephesians 4). The Baptist Church

expresses that call in our shared mission “to make disciples of Jesus Christ for the transformation of the world”.

Each local congregation and community of faith lives out that call in response to its

own context—the wonderful and unique combination of God-given human and material

resources with the needs of the community, within and beyond the congregation. The work of servant leaders—your work—is to open a way for God to work through

you and the resources available to you in a particular ministry area, for you are about God’s work.

As stewards of the mysteries of God (see 1 Corinthians 4:1), servant leaders are

entrusted with the precious and vital task of managing and using God’s gifts in the ongoing work of transformation.

In The Baptist Church, we envision transformation occurring through a

cycle of discipleship. With God’s help and guidance, we

* reach out and receive people into the body of Christ,
* help people relate to Christ through their unique gifts and circumstances,
* nurture and strengthen people in their relationships with God and with others,
* send transformed people out into the world to lead transformed and transforming lives,
* continue to reach out, relate, nurture, and send disciples. . .

Every ministry area and group, from finance to missions, engages in all aspects of this

cycle. The School of Trustee will help you see how that is true for the ministry area or group you now lead. When you begin to consider all of the work you do as ministry to fulfill God’s mission through your congregation, each task, report, and conversation becomes a step toward transforming the world into the kingdom of God.

Invite Christ into the process to guide your ministry. You are doing powerful and wonderful work. Allow missteps to become learning opportunities; rejoice in success. Fill your work with the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).

God blesses you with gifts, skills, and experience. You are a blessing when you allow

God to work through you to make disciples and transform the world. Thank you.

**COURSE SYLLABUS**

**What Is My Job?**

*As a trustee, you will supervise and maintain all property belonging to your congregation so that the ministries of the congregation can be effective. You will work*

*closely with the church’s Pastor, congregation and ministries to respond to God’s call.*

This course will discuss the following areas of concerns and guidelines in the Trustee Ministry…

**What Are My Basic Responsibilities As Trustee?**

**What Does the Chairperson Do?**

**Biblical Grounding**

**How Do I Relate to Other Groups in My Church?**

**Management Responsibilities**

*Prepare Your Budget Request*

*How to Prepare a Projected Budget for following year*

*How to Manage Bequests, Legacies, and Trusts*

*How to Manage Insurance Coverage*

*How to Manage Church Property Policies for Building Use*

*How to Manage a Building Program*