**Trustees Frequently Asked Questions:**

**When should the parsonages and churches be inspected?**

Parsonages should be inspected every year for the fall church conference – even if the current pastor is not living in the parsonage! If the church owns a house, it needs to be inspected yearly. Parsonage inspections can be a little challenging as there can be privacy issues; the parsonage is the pastor’s home. Being conscientious and scheduling at a time that works for the pastor and family ensures that all parties are prepared and comfortable with the inspection taking place.

The church building itself should be inspected in an ongoing manner. It is recommended to walk around the church building seasonally, especially before and after winter or summer storm seasons to take inventory of and address any concerns or needed repairs.

**Is there a guideline or checklist for a parsonage walkthrough?**

Yes, a worksheet for a parsonage walkthrough is available on our website, here (link to downloadable resource).

**How do I contact my District Board of Church Location and Building?**

The GNJ website features a page for each district in the conference which can be found [here](https://www.gnjumc.org/districts/). Click on the name of your district on the right hand side of the screen. Then click on “District Board on Church Location and Building” again from the right hand side menu. Scroll down to the bottom of the screen and you will see the contact person for your District Board. If you cannot find the information, please contact your [Regional Administrator](https://www.gnjumc.org/regional-office-staff/) for assistance.

**What is the cutoff of a bequest to require a special charge conference to receive?**

The Book of Discipline does not specify a minimum amount to require a special charge conference to receive. ¶2529.3 states that the charge conference has the authority 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…”. Further direction related to bequests can be found in ¶2533.5 in the 2016 Book of Discipline.

**What are the Book of Discipline paragraphs that relate to the work of the Trustees?**

In the 2016 Book of Discipline the paragraphs related to the local church Board of Trustees are ¶¶2525-2551.