

Oregon-Idaho Annual Conference Board of Trustees

Property Manager

Tasks

- Develop or assist in developing strategies to deal appropriately and in a timely fashion with closed and closing local church properties to be sold or leased including security arrangements, insurance, maintenance, and payment of financial obligations. Network locally to identify resources needed.
- Work with Conference Treasurer, Conference real estate consultant, district superintendents, pastors, and leaders of local churches in the process of being closed to ensure that church property is properly appraised, is properly disposed of, and that all documents (including safety deposit box contents) and assets are properly handled, including submission of materials for conference archives. Ensure closing of bank accounts and transfer of reserve funds is accomplished according to the Book of Discipline guidelines and Conference Rules.
- Interface with governmental bodies on paperwork (e.g. title transfers) for closed or closing local church and conference property
- Advocate that all reasonable risk management and risk reduction measures are taken for Conference-held properties.

Skills Needed:

- Build an understanding United Methodist and Oregon-Idaho policies (including Oregon-Idaho Conference Rules)
- Become familiar with business and administrative practices at office of Conference Treasurer in regards to closed and closing churches.
- Ability to read and understand property-related documents and secure legal assistance as needed to meet local and state laws.
- Ability to identify resource persons around the Conference who might provide assistance to local churches needing professional/technical expertise before or after a church closing.

Desirable Skills:

- Experience with property management.
- Ability to travel in own vehicle or fly if necessary.

Supervision

- The property manager will report to the Conference Treasurer and any designee.

Contract

- Remuneration and other terms for the work to be negotiated.
- Estimated time per month: 25-30 hours. The work is year-round depending on number of properties under management.