Stewards Connect
Foundations for thriving ministry

GUIDELINE -TRANSFER TRUSTEESHIP TO STEWARDS CONNECT

Guideline of steps to be taken to transfer Trusteeship to Stewards Connect

Step 1 Make a Statement to the Church on two Sundays before the date of the meeting that on ..... day a meeting will be held for the purpose of discussing the question of the Trusteeship of the Church and, if thought fit, to resolve to ask Stewards Connect to accept trusteeship.

Step 2 Hold the meeting, appointing a Chairman and Secretary to record the proceedings.

Step 3 Put the following proposal to the meeting. "This meeting resolves by a majority/unanimous decision to request Stewards Connect to become trustees of *.....

Step 4 Obtain resignation of present Trustees in writing by a simple statement such as "We, the undersigned, being Trustees of* ....hereby submit our resignation in favour of "Stewards Connect". Please let us have a separate letter from each Trustee.

Step 5 Forward statements as per Steps 3 and 4, together with the existing and any prior Deeds of Trust available and the Certificate of Title to Stewards Connect. Should the Deed of Trust/Certificate of Title show the name of a deceased person a Death Certificate should also be forwarded.

Stewards Connect will conclude the dealings in conjunction with its legal practitioner.

* Insert name of Church