

Trustee

- Membership: Three affirmed Congregational Members.
- Term: Three (3) year term.
- Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission.
- Function/Objective: To act on behalf of the church for the supervisory management of the church property.
To serve as one to whom the church property is legally committed in trust.
- Responsibilities:
1. The Head Trustee is to serve on Church Council
 2. A Trustee is to serve on the Stewardship Commission
 3. A Trustee is to serve on the Day Care Board.
 4. To supervise the maintenance and improvement of all church properties.
 5. To act on behalf of the church in signing documents.
 6. The Senior Trustee and one other co-sign and execute contracts, deeds, mortgages, and other instruments pertaining to the church property in the name of the Congregation.
 7. To serve as custodians of all papers, contracts, instruments and documents pertaining to the property of the church.
 8. To carry out duties within the restraints of the annual spending guidelines or with approval of Church Council if funds needed exceed the guidelines.
 9. To arrange for systematic parking. This includes working with the Custodian and Cemetery Committee in arranging for parking at funerals of member families.
 10. To arrange for snow removal.
 11. To arrange for lawn and landscaping care.
 12. To oversee the closing of the church building after Sunday services.
- Accountability: To the Congregation through the Church Council.
Spending guidelines are established annually by the Stewardship Commission and are approved by the Congregation. The Head Trustee submits a monthly report to Council for review at the monthly meeting.
- Annual Report: Required

Revision Process: By Approval Method A (per page iii)
Revision Dates: Aug. 2006