

APOSTOLIC CHRISTIAN CHURCH

Remington, IN

Position Description for Church Trustee

Position Purpose

- Oversee the maintenance of the interior and exterior of the church and the cemetery, ensuring the usefulness of all facilities, and the safety of those using them.

Term Length

- 3 years

How Office is Filled

- Voted in by congregation.

Number of Persons Serving in Position

- 3

Major Duties

- The following responsibilities will be performed by the trustee who holds each position and will be passed on to the trustee who replaces him in that position.
- When a trustee position is replaced, ensure that all responsibilities are thoroughly explained to the replacement.

Trustee A – Responsibilities for Head Trustee

- Be the primary contact for the Treasurer and the rest of the church for all issues related to the management of the physical church and property.
- Provide leadership for the other trustees and delegate responsibilities appropriately according to agreement.
- Coordinate trustee meetings and document with published minutes.
 - Request input from custodian and cleaning sisters and invite to meetings when applicable.
 - Invite Church Treasurer and request current treasurer reports for consideration during the meetings.
- Meet with the Church Treasurer and Senior Fellowship Hall Trustee at least once a year to discuss unusual upcoming expenditures and to review financial reports and the current financial position.
 - Call the meetings, invite the participants and coordinate the meeting date so that it is a consistent time each year.
 - Develop the agenda with Treasurer input and facilitate the meetings.
 - Look for opportunities to improve the church's financial and asset management.
 - Engage all Church and Fellowship Hall trustees in the annual review to provide consistent oversight and training as individuals transition through their terms.
 - Develop action plans after the meeting and follow through on implementation with the trustees and Treasurer.
- Review financial reports from the Church Treasurer with the other trustees (min. twice / year) and offer input to improve the stewardship of the resources.
- Solicit from the other trustees the pending / upcoming expenses (anticipated amount and timing of invoice) for non-routine work completed within their area of responsibility and proactively notify the Treasurer of all these expenses.

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- Maintain a record of major projects each year. Include why, when, and how, providing a history for those who will fill the positions in the future.
- Maintain appropriate insurance on both the Church and Fellowship Hall buildings.
- Oversee the weekly church cleaning functions (cleaning sister is responsible to keep the bathroom supplies and cleaning supply closet stocked).
- Coordinate trustee efforts with custodian and cleaning sister for efficient completion of responsibilities.
- Review lunch serving list annually and provide the Church Calendar couple with an updated list each August.
- Notify Trustee wives annually to review the Lunch Serving Procedure binder and update as needed.

Trustee B - Responsibilities

- Maintain inventory of kitchen supplies (including coffee, tea, lemonade, pickles, etc.).
- Maintain safety equipment including fire extinguishers and battery backups for emergency lighting.
- Maintain the central vacuum system.
- Maintain the pest control program including ants and rodents as needed.
- Maintain the heating and cooling systems, including ventilation and filters.
- Oversee the noon lunch serving process and maintain documentation. Facilitate lunch expense reimbursement in accordance with the serving procedures.

Trustee C - Responsibilities

- See that the exterior landscaping is maintained by weeding (typically 3-4 times per year), trimming, and replacing as needed.
- Facilitate the annual lawn care maintenance agreement (including mowing, fertilizing, and weeding) by reviewing with the other trustees and approving upon consensus. Forward copy of approved document to Treasurer for awareness.
- Schedule and coordinate trimming and mulching of shrubs.
- See that the parking lot asphalt is maintained including crack repair and seal coating.
- Be responsible for snow and ice removal.
- Ensure the cemetery is appropriately maintained.

All Trustee's Responsibilities

- Ensure the work gets done properly, either hired or using the talents of the trustees or brethren in the church. Brothers should not feel obligated to spend excessive time doing work that might be done professionally.
- Every job no matter the size of the project or which trustee is responsible should be discussed with the other trustees.
- Share tasks among the trustees to utilize individual gifts and balance workload. Note that responsibilities should revert to the trustee as defined here at the end of a year for good order and effective transitions.
- Set up for annual church business meeting (ballots, pencils and pens, basket to collect ballots, set up chairs, turn on heat, distribute song books, podium).
- Seek input from the Church on trustee related items. Forward input to the trustee responsible for that item. Respond to complaints or suggestions in an appropriate and timely manner.
- Maintain miscellaneous equipment including flooring, tables, chairs, kitchen appliances, the sound system, plumbing, electrical, and the inner and outer structure.

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Special Duties

- The Head Trustee will work with the other trustees and Church Secretary to refine this position description and keep it current. Updates are requested at the time of the annual review process in August or whenever changes are made in the position. The responsibility includes developing agreement with the other trustees and any office holder who may be affected by the updates.

Communication with Others

- Minister Contact
- Church Treasurer
- Custodian
- Church Cleaners
- Other Trustees
- Secretary
- Weekly Lunch Servers
- Sunday School (Programs)

Time Requirements

- Meeting with trustees 3 times a year or more.
- Approximately 4-8 hours per week.

Position Qualifications

- Be a good listener and communicate well.
- Be willing to give of your time.
- Available during normal work hours.
- General maintenance skills are a plus, but the main duty of a trustee is to see that the work gets done, not necessarily to do it himself.
- Fundamental business abilities.
- Brother in good standing. Member of the Remington church for one year.

Minister Contact: Bro. Dan Kilgus