

APOSTOLIC CHRISTIAN  
CHURCH  
Remington, IN

Position Description for  
**Fellowship Hall Trustee**

**Position Purpose**

- Oversee the maintenance of the interior and exterior of the Fellowship Hall, ensuring the usefulness and the safety of those using the facility.

**Term Length**

- 3 years

**How Office is Filled**

- Church vote or volunteer.

**Number of Persons Serving in Position**

- 3

**Major Duties**

- The following responsibilities will be performed by the trustee that holds each particular position and will be passed on to the trustee that replaces them in that position.

**Trustee A (Head) - Responsibilities**

- 1) Have and Chair Bi-annual meetings with Trustees & Scheduler
- 2) Head any Large Project Committee (ex. Carpet, Painting, Remodel, Etc.)
- 3) Set Spring Cleaning Date with Church Calander Correspondent.
- 4) Follow through with Trustees that Action Items are Completed
- 5) Update Trustee Position Descriptions in August as needed
- 6) Coordinate the following with Head Church Trustee
  - a) Annual carpet cleaning
  - b) HVAC service (Kyburz)
  - c) Lawn care / Snow removal
  - d) Fire extinguisher inspections
  - e) Trimming bushes
- 7) Communicate the following with Treasurer
  - a) Any large expenditures
  - b) Future expenses coming up
- 8) Order supplies for Fellowship Hall and maintain lights
  - a) Keep Fellowship Hall stock supply list for items including: Cleaning supplies, light bulbs, sweeper bags, water filters, coffee filters and coffee
  - b) Maintain stock in supply closets
  - c) Use personal money for ordering supplies. Give receipts to the treasure monthly for reimbursement
  - d) Periodically check all lights and replace when necessary
  - e) Tax ID # 35-1067792
- 9) Organizing Fall Cleaning.

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- a) Set a date October or November for all trustees to clean windows and upstairs lights in Fellowship Hall.

**Trustee B (Outside Maintenance) - Responsibilities**

- 1) Service water softener and Water Lines
  - a) Fill softener with salt as needed (4-5 bags per month)
  - b) Contact Davis Water Conditioning to get more salt when low
  - c) Replace water filters every 4-6 months
  - d) We use Matrikx CTO filter, # CT250125100A001 (Trustee B orders online)
  - e) Verify softener is running properly. Make sure it is using salt
  - f) Turn all valves once a year on all water lines
  - g) When temperature gets extremely cold turn on downstairs kitchen faucets
- 2) Maintain Playground and Landscaping
  - a) Perform minor repairs on playground equipment
  - b) Notify Fellowship Hall committee if major repairs are required
  - c) Refill playground area with 2 yards of mulch (spring cleaning or church mulching)
  - d) Ensure bushes get trimmed annually (coordinate with head trustee)
- 3) Front Flower Boxes
  - a) Move the flower boxes from basement storage room to carport in the spring
  - b) Ensure that flowers are planted and watered throughout year
  - c) Move flower boxes back down to the basement storage room for winter

**Trustee C (Inside Maintenance) - Responsibilities**

- 1) Keep maintenance binders
- 2) Keep Owner's Manuals – send the secretary any new manuals electronically
- 3) Schedule annual HVAC maintenance
  - a. Contact Kybruz Heating and Cooling to schedule a routine maintenance every spring before air conditioner season (coordinate with head trustee)
- 4) Carpet Cleaning
  - a. Spot clean as needed
  - b. Rent steam cleaner to clean upstairs carpets as needed
  - c. Schedule professional carpet cleaning as needed (Use Magna Dry) (coordinate with head trustee)
- 5) Sweeper Maintenance
  - a. Make sure all sweepers are working properly
  - b. Make sure there are at least 5 sweeper bags available in the closets
  - c. Make suggestions to the committee if there are major sweeper repairs
  - d. Check central vac filter quarterly
- 6) Maintain Fire Extinguishers
  - a. Contact Goodwin Fire Equipment annually to inspect the fire extinguishers (coordinate with head trustee)
- 7) Test Exit / Emergency Lights
  - a. Turn off breaker in downstairs panel labeled "Exit Lights."
  - b. Make sure all Exit signs are lit behind the word Exit
  - c. Make sure all emergency lights are on
  - d. Wait 10 minutes and verify that all lights stay on
  - e. Replace batteries if lights do not stay on for full 10 minutes

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## **All Trustees - Responsibilities**

- Make sure that someone is available to set up the night before or the evening of each Topical Bible Study.
- Clean bathrooms, clean baby rooms, remove trash, and sweep floor after Topical Bible Study.
- Coordinate snacks for Spring-Cleaning.

## **Procedures / Comments**

- Make sure the work gets done properly, either hired, using the talents of the trustees, or brethren in the church. Trustees should not feel obligated to spend excessive time doing work that might be done professionally.
- When a trustee position is replaced, it will be important that all responsibilities be thoroughly explained to the replacement.

## **Communication with Others**

- Minister Contact
- Other Trustees
- Church Trustees

## **Time Requirements**

- 10 or more hours per month depending on the time of year and the project at hand.

## **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. Dana Nieman