

## **Trustee Job Description**

### **I. General Responsibilities of the Trustees**

The Book of Order describes the powers of the board as follows (G-7.0402): “The corporation so formed, or the individual trustees, shall have the following powers: to receive, hold, encumber, manage and transfer property, real or personal, for the church; to accept and execute deeds of title to such property; to hold and defend title to such property, to manage any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.), provided further that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation granted in a duly constituted meeting.”

A Trustee serves for a 3-year term, with no more than 6 years consecutively.

### **II. Specific Responsibilities of the Trustees**

1. Develop and monitor an annual capital expenditure and operating expense budget for all areas of responsibility (currently Physical Plant and Office).
2. Maintain the building(s) of the church and the property therein. (See III below)
3. Carry out legal tasks
4. Functional supervisory responsibility of all employees of the corporation. (Currently there are none)
5. Report to the Session monthly and in writing on all activities of the Trustee Committee. (Currently done by elder chair of Committee.)
6. Report annually to the Congregation and Corporation on the following: (1) the condition of the real property, trust funds, and other long term resources of the congregation; (2) the business necessary to be undertaken for the physical safety and welfare of the Congregation with an estimate of actual and/or associated costs; (3) the projected sale or purchase of any real or personal property; and (4) other matters deemed pertinent and appropriate.
7. Perform other duties as delegated by the Session

### **III. Oversight of the Trustee Committee**

The Trustees shall form a Trustee Committee, which shall consist of the Trustees and non-elected members (typically 3-4) and oversee the following duties and responsibilities of the Committee:

1. Care and oversight of the physical plant and real property of the corporation.
2. Hold regular monthly committee meetings (and others as needed), in which appropriate business is conducted.
3. Provide a representative member to the Nominating Committee.
4. Conduct an annual review of all nondiscretionary expenditures such as insurance, utilities, etc., to insure the best value for each dollar spent and provide for fiscal responsibility.
5. Perform other duties as delegated by the Session

Being a Trustee is both a privilege and an honor. Know that you will be blessed as you serve God and the congregation.