

TRUSTEE (August 2021)

- The trustees are elected for a three-year term. One is elected each year.
- They shall coordinate the maintenance of all Church property and shall be authorized to make such expenditures as necessary up to (\$4,000 dollars). Any expenditures over \$4,000 dollars shall be approved by the Church board and if deemed necessary brought to the congregation for approval.
- They shall be in charge of appointing a head Audio attendant to oversee the Audio committee.
- They shall be in charge of appointing a head Projector/ Computer attendant to oversee the Projector/ Computer committee.
- The head trustee shall be in charge of assisting the ushers in reorganizing.

The Trustees responsibilities shall also include the following:

- Open and close the Church building for all corporate services including weddings and funerals.
- Control heat and a/c ventilation.
- Open & close blinds or drapes as needed.
- Operate Lighting controls.
- Place safety cones or signs in parking area where needed and supervise the parking of automobiles.
- Flush toilets and make sure there is no running water.
- Prepare Church cleaning schedule and supervise Church house cleaning.
- Assist in the preparation and set-up of the communion service.
- Assist in the counting of all offerings.
- Be available to assist the hospitality committee as needed.
- Manage all janitorial duties including service and maintenance contracts.
- The trustees shall shop all contracted services on an annual basis such as propane, HVAC/plumbing, pest control etc.