

TRUSTEE

The trustees will help ensure ethical handling of all church funds and property.

Ministry Area/Department	Stewardship
Position	Trustee
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving • Serving
Talents or Abilities Desired	Experience and/or education in business and finance
Best Personality Traits	Trustworthy • Honest • Sincere • Discreet • Levelheaded • Mature • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** one to two hours a month or as needed

RESPONSIBILITIES/DUTIES

1. Establish and review procedures for the church's financial management.
2. Serve as legal custodians of all church property.
3. Represent the church in legal matters.
4. Give input/financial advice to the stewardship committee and pastoral staff as requested.
5. Execute bank notes, deeds and other legal documents after receiving approval at the church's business meetings.
6. Examine quarterly financial reports to monitor financial expenditures of the church.
7. Fulfill the laws of this state while serving as a trustee of the church.
8. Assist in the process of awarding contracts for work that must be done to improve or repair church buildings and property.