

Trustee

Principal Function

The Trustees serve as legal representatives in all transactions related to the church. They hold legal title as related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session.

DUTIES

1. Hold legal title to church property (as related by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.
3. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)

Relationships

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes (innovations, programs, etc...) report such changes to the appropriate church leaders, and advise the church staff concerning legal matters.
3. Counsel with appropriate church officers in matters related to church properties.
4. Maintain all church legal documents in conjunction with the church clerk.
5. If qualified, serve as resource personnel to the church staff and church families in legal matters.
6. Report on all legal issues related to the church as necessary and/or requested.
7. Serve as requested on the church council.
8. Keep accurate, organized and updated records.
9. Perform other duties as assigner by the Pastor/Sr. Associate Pastor.

Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.