

Webster Presbyterian Church
TRUSTEE JOB DESCRIPTION

Board: Trustees

Revision Date: *August 31, 2016*

References: Book of Order G-1.0503, G-3.0201, G-4.0101-4.0102

Mission: The Board of Trustees is responsible for the physical maintenance of church property, disbursement of funds and appropriation of new capital equipment when necessary.

General Responsibilities: Trustees are expected to attend regular meetings of the Board of Trustees on the second Tuesday of each month, to be responsible for church lockup after Sunday services for one month during the year, and act as backup for lockup duties for an additional month. Each Trustee leads or serves on one or more of the standing committees listed below.

Composition: 12 Trustees elected by the congregation to 3 year terms and 1 youth member elected to a 1 year term. The pastor(s) have an open invitation to attend and participate.

Board Moderator: Selected annually by the Trustees

Meetings: Monthly, normally on the 2nd Tuesday at 7:15PM.

Specific Responsibilities: Standing committees of the Board include:

1. Interior maintenance
2. Exterior building maintenance
3. Grounds maintenance
4. Sexton and cleaning service interface
5. Energy and HVAC
6. A/V equipment, alarm system and phone system
7. Technology representative
8. Insurance and service contracts
9. Moderator / Vice Moderator
10. Board secretary
11. Nominating committee representative
12. Stewardship and Finance representative
13. Governing Body Relations representative

Approved by Session on September 12, 2016