

POSITION: Board of Trustees**ACCOUNTABLE TO: Voters Assembly**

PURPOSE: The Board of Trustee's has authority and responsibility for all real and personal property of the congregation.

Responsibilities:

1. Carry out resolutions as instructed by the voter's assembly and church council regarding purchases, repairs, replacements or modification of church property and equipment.
2. Trustees are responsible for all purchases of equipment necessary for maintenance and operation of the church property. A Wal-Mart charge card will be assigned to each Trustee for needed purchases on items stocked there.
3. They will have the authority to dispose of equipment and certain property items not covered in the constitution, with the discretion and consideration of committees and individuals involved.
4. They will make contracts, accept or deny gifts, and sign documents deemed necessary to the physical property and best interest of Peace Lutheran Church.
5. Approve the hiring of employees to perform weekly custodial services. Evaluate the service contract and job description periodically and make adjustments where necessary.
6. Each Trustee is a voting member of the Church council and will organize, chair, and reside on any committee (as determined necessary by the voters, council, or the board itself) for the purpose of facilities maintenance, needs and improvements.
7. Provide for the care and safekeeping of all official documents of the congregation, including the constitution and bylaws, all insurance policies, all deeds and titles, all contracts and blueprints.
8. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the church council.
9. The Chairman of the Board of Trustees is typically the senior member on the board but may be assigned within the board. The Chairman is responsible for providing written and verbal reports (as necessary) to council meetings and the quarterly voter's assemblies.
10. The first year Trustee (or as decided within the board) shall serve on the Nomination Committee. The remaining Trustees shall serve on the Budget Committee.

Duties:

1. Maintain and update Wedding, Funeral, Borrowing policies, and Janitorial checklist.
2. Make a spring cleaning list and see that it gets completed.
3. Put up and take down Christmas decorations inside and outside of the church.
4. Keep mowers and snow blowers maintained. Mowing weekly and keeping snow cleared, during each season. Scheduling volunteers can be quite helpful.
5. Meet at least once a month or as needed and attend council meetings and general voter's assembly to present oral or written reports.
6. Contact as needed for professional help—Jene Custer, Plumber—Kim Pardee, Electrician—R&L Sprinklers, Sprinkler system—Gaston Lawn, Lawn Care—Total Turf, Snow removal—Volz, Heating and air conditioning—Top Office, Copy Machine—Glass Express, Glass needs—7-D Lockshop, Locks and keys—Kugler or Ampride, Gas for vehicles—Wagner Ford, vehicle maintenance—Ron Penner State Farm, insurance—Kinder Morgan, Gas.