

POSITION: **PROPERTIES BOARD DIRECTOR**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION:

Should be spiritually committed to Christ and His Church. This commitment should be exhibited by a disciplined and well-ordered personal life.

Should be faithful in attendance of worship services and Sunday school and partake regularly in the Sacrament of Holy Communion.

Should support and actively participate in programs and activities of the church.

VOTING STATUS ON COUNCIL: Voting Member

STANDING COMMITTEE RESONSIBILITIES:

Shall serve as chairman of the Board of Church Properties.

SPECIAL COMMITTEE RESPONSIBILITIES:

Shall serve as member of Compensation Committee.

BUDGET AND EXPENSE AUTHORIZATION DUTIES & RESPONSIBILITIES:

Shall annually prepare and submit for council approval a budget for all anticipated expenditures within member's area of activity in the coming year. Such budget, following council approval shall be included within the overall budget of the congregation for the coming year.

Shall approve or reject all check requests for expenditures within member's area of activity, and upon approval shall transmit such request to the treasurer for payment.

Shall be responsible for the control of those expenditures within member's area of activity, subject to council or congregational override, in order that such expenditures are maintained in line with the approved budget for the year.

GENERAL DUTIES AND RESPONSIBILITIES

Shall appoint five (5) or more members of the congregation to assist him. They shall be known as the Board of Church Properties.

Shall arrange for immediate repairs of an urgent nature and for all normal repairs and alterations for which budget funds have been allocated.

Shall enlist work crews for special repairs, improvements, cleaning, painting, decorating, landscaping and other projects.

Shall prepare, with custodial help, a list of the required daily, weekly, monthly and annual maintenance of the facilities and equipment.

Shall, with Church Council approval, set policies and fees for rental, use and lending of church properties and equipment.

Shall set policies and procedures for issuing keys for church buildings and maintain and review annually the list of keys issued.

Shall coordinate the schedule of property activities with other elected directors.

Shall recommend to Church Council adequate storage facilities for all church property, equipment and supplies.

Shall be responsible for an annual inspection of all church properties and equipment and make recommendations to the Church Council for needed repairs, improvements and replacements.

Shall check all church property for fire hazards twice a year.

Shall make an annual inventory of all official documents in safekeeping and enter its completion in the official minutes of the congregation.

Shall annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.

Shall negotiate service contracts for the organ and office machines.

Shall obtain legal advice for the wise consideration of contracts, deeds, etc. by the congregation.

Shall sign official documents and contracts that have been approved by Church Council, and to this end, designate two (2) members of the Board of Church Properties to serve as Trustees.

Shall, when required, obtain legal information on the laws governing non-profit organizations.

Shall represent the congregation in all legal matters and protect the congregation from all losses or damages of whatever nature.

Shall carry out all resolutions of the Church Council on purchases, repairs or replacement of property involved.

SPECIAL DUTIES & RESPONSIBILITIES:

Shall perform duties as directed by the President and/or the Church Council.

MEETING ATTENDANCE & REPORT REQUIREMENTS:

Expected to attend all council meetings unless specifically excused by the president.

Expected to attend all congregational meetings and to prepare and present as may be appropriate a report to the congregation as to the activities within the member's area of responsibilities.

PERSONNEL SUPERVISION REQUIREMENTS:

Shall determine and engage, with Church Council approval, adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in the custodial service and the like.