

IMMANUEL LUTHERAN CHURCH OF OSMAN

The Lutheran Church Missouri Synod

CONGREGATION OFFICER JOB DESCRIPTION

ARTICLE II – OFFICERS AND COMMITTEES AND OFFICIAL MEETING

There shall be two trustees, one to be elected every year and to serve for two years.

THE TRUSTEES shall act as stewards over the property of the congregation, to sign documents, and to fulfill all business which the congregation shall transact. They are authorized to spend small sums, not to exceed \$100.00 for necessary expenses in the care of the congregational property. They may expend greater amounts upon the approval of the Church Council or the Assembly of Voters. The Church Council is empowered to spend for necessary items or repairs up to \$500.00 without the consent of the congregation. Greater amounts shall be acted upon by the Voters' Assembly. The Trustees shall authorize the Building Fund Treasurer to pay all allowable bills.

POSITION: TRUSTEE

ACCOUNTABLE TO: CHURCH COUNCIL AND CONGREGATION

PURPOSE: To be responsible for all real and personal property of the congregation.

DUTIES AND RESPONSIBILITIES: The Board of Trustees has authority and responsibility for all personal and real property of the congregation.

A. CHURCH PROPERTY AND EQUIPMENT

1. Carry out resolutions as instructed by the voters assembly and church council regarding purchases, repairs, replacements or modification of church property and equipment.
2. Keep and review a list of keys issued for access to all church facilities and provide for the issuing of such keys.
3. Maintain a list of "opportunities" to itemize needed repairs and improvements.
4. Establish priorities for work to be accomplished.

5. Secure needed material and members to help with needed repairs and improvements as required.

9. Maintain a computer file of all real and personal property to include the replacement cost, serial numbers, model, and style and type numbers as appropriate.

B. SERVICE CONTRACTS

1. Negotiate service contracts provided for in the budget or approved by the voters' assembly or church council.

2. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the church council.

C. PURCHASING

1. Negotiate and recommend for approval by the church council or the voters' assembly, all official contracts relative to the properties of the congregation.

D. CARE AND SAFEKEEPING OF OFFICAL DOCUMENTS

1. Provide for the care and safekeeping of all official documents of the congregation, particularly the Articles of Incorporation, the constitution and bylaws, all insurance policies, all deeds and titles, all legal opinions and legal correspondence, all contracts and all blueprints.

2. Provide a secure, dry storage area for retention of permanent congregation records, financial records and reports, meeting minutes and similar documents of historical and legal value eligible for archiving.

E. ANNUAL PHYSICAL INSPECTION

1. The Trustees shall make a semi-annual physical inspection of all church properties and recommend to the Church Council needed repairs and improvements.

2. The Trustees shall insure that on-the-spot repairs are made for safety or preventive maintenance and shall provide for the removal of potential hazards. Where an emergency exists or a delay could endanger life or health or cause still greater damage, incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.

3. The Trustees shall enlist members and carry out projects approved by the Church Council.

G. REGULATION OF CHURCH PROPERTIES

1. The Trustees shall:

a. Provide and maintain, with approval of the Church Council, a set of regulations governing the use of church properties, facilities and equipment.

b. Develop a set of priorities, with approval of the Church Council, in granting use of church property, facilities and equipment to various groups and individuals.

c. Serve to regulate and coordinate the use of property, facilities and equipment.

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS: