04 — Trustee

*Mayflower Church Position Description | **04 — Trustee***

Governance Position

Role Summary

Purpose	Responsible for the care of the Church facilities, grounds, and any other physical assets, serving as faithful stewards of the property God has entrusted to the church.
Accountable To	Board of Elders and Congregation
Term of Service	3 years; 3-6 members; monthly meetings; Chair structure
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	8-12 hours/month

Qualifications

Church Member in good standing with practical skills or willingness to learn in facilities management, maintenance, or related areas.

Key Responsibilities

- Arrange for repairs or maintenance needed to maintain Church assets as good stewards of what God has provided for ministry
- Work within existing budgets and available funds or, if needed, seek additional funds through special meetings and approval by vote of the Church Members
- Oversee contracted services such as custodian, snow removal, and other contractors
- Provide for the insurance and utilities of the Church buildings
- The Board of Trustees do not have power to sell, mortgage or transfer property with a value of over $5,000.00 without a vote of the Church

- Financial: Accountable for budget items needed to care for Church property and assets; Chair approves all expenditures for these budget items as specified in the annual budget

Training & Support

Facilities management resources, vendor relationship guidance, insurance review training

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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