

BOARD OF TRUSTEES POSITION DESCRIPTION

General Overview:

Members of the Board of Trustees are Christian stewards of the property God has entrusted to the congregation. The Board of Trustees shall supervise and maintain the facilities, finances, government reporting requirements, and legal compliance with personnel policies of Praise Community Church to ensure that disciple-making ministries of the congregation are effective and legal requirements are satisfied.

“But select from among you brethren, seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task.” Acts 6:3 (NASB)

Primary responsibilities:

- The Board of Trustees exercises oversight and maintenance of all local church property, buildings, and equipment in order to accomplish the mission of the church.
- The Board of Trustees will ensure the Articles of Incorporation of Praise Community Church and all other relevant certifications are kept up-to-date and filed with the State of Iowa.
- The Board of Trustees shall annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The Board of Trustees also reviews personnel insurance for protection against risk, and consults with the Lead Pastor about other personnel insurance.
- The Board of Trustees shall establish committees as it deems necessary to do its work. Any member of the Board of Trustees may serve as a member of a team, not as Chair or Leader, as appointed and approved by unanimous vote by the Board of Trustees.

- The Board of Trustees shall annually review the employee manual to make sure it is up-to-date and reflects current practices appropriate for a church setting. The Trustees will also work in conjunction with the Lead Pastor to ensure compliance and adherence with all current employees.
- The Board of Trustees will conduct accessibility audits of buildings and grounds to discover and then work toward eliminating barriers that impede full participation of all people.
- The Board of Trustees will maintain an up-to-date list of all church owned property with serial numbers and any other relevant information and be kept on file in case of fire, theft, etc. for the purposes of insurance.
- The Board of Trustees reviews and approves annual budget requests, property maintenance and improvement plans, as well as recommends proposals for new property purchases.
- The Board of Trustees will engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract trustees from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.

“Deacons [trustees] likewise must be men of dignity . . . holding to the mystery of the faith with a clear conscience . . . For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus.” 1 Timothy 3:8-9, 13