



LANCASTER ALLIANCE CHURCH

The Role and Responsibilities of the Trustees

Governing Documents

Constitution: Section 4. Trustees. The trustees shall be members of this church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as specified in the bylaws, or the laws of the state in which the church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

Bylaws: Section 3: Trustees

Trustees must be members of this church and qualified according to the Scriptural standards for church leadership. There shall be up to eight Trustees to serve two-year renewable terms. The Nominating Committee shall present up to four to be elected each year. The Trustees will select their own chairman. The Trustees are responsible for the maintenance and development of the buildings and grounds of this church in conjunction with the administrative ministries staff.

Role Description

Purpose:

The Trustees serve as the general caretakers of all church property both real and personal. The trustees are responsible for the maintenance, upkeep and repair of all church facilities, systems and property working with the building superintendent and custodian to assure that the facilities are well maintained.

Qualifications:

1. The trustees have clear testimony of salvation and a consistent walk with the Lord.
2. The trustees are in agreement with the doctrines and teachings of the Lancaster Alliance Church.
3. The trustees are supportive of the Pastors and the Church Leadership Team.
4. The trustees regularly attend the public services of the LAC.
5. The trustees demonstrate a competence and experience in building maintenance or building trades.

Function:

1. The trustees meet regularly to discuss and plan the work.
2. The trustees maintain in cooperation with the church office staff, all legal documents pertaining to the church, i.e. deeds, insurance policies, building design plans, mechanical documents, contracts for services etc.
3. The trustees are knowledgeable of equipment and systems used in the church.
4. The trustees are responsible for the maintenance and development of the church buildings, grounds and equipment to include HVAC, utilities, phone, electrical and computer network.
5. The trustees conduct inspections of building and grounds on a regular basis.
6. The trustees review insurance coverage of the Church annually.
7. The trustees plan both a short range and long range budget for repairs and replacement of essential systems.
8. The trustees assure a safe environment for all ministries on the grounds and in the facilities.
9. The trustees maintain a roster of those willing to volunteer services needed for maintenance of property i.e. Spring/Fall cleanup, shrub and flower maintenance, painting, etc.
10. The trustees develop a yearly program for church maintenance empowering church people to be involved in the physical work of the church.
11. The trustees review local government laws, codes and policies as they relate to the church and assure the church is in compliance with all laws, codes and policies.
12. The trustees are responsible for the locks, keys and security systems to include fire and burglar alarm systems. They assure that individuals are assigned to open and close the facility for scheduled events.
13. The trustees assure that the proper permits and inspections are conducted and maintained.
14. The trustees are to serve as listening ears to the opinions and criticism of people related to the physical plant of the church
15. The trustees give oversight to the scheduled and requested use of the church facilities.
16. The trustees are responsible for overseeing the work of the church building and grounds superintendent, custodian and any other staff directly involved in the maintenance of the building.

Amenability:

1. The Trustees shall be amenable to the CLT and report through the church administrator.
2. The trustees submit a written report to the CLT monthly meeting.
3. Trustees serve two year terms with the possibility of ongoing service.

Duties of the chairperson.

1. The trustee chairman shall be selected by the trustees and approved by the CLT.
2. The trustee chairperson is responsible for calling and leading the regular meetings of the trustees assuring that assignments and oversight is maintained.
3. The trustee chairperson is the liaison between the pastoral staff and the trustees
4. The trustee chairman serves on the church leadership team as a non voting member but with full voice to enter into discussions, make recommendations and report activities
5. The trustee chairman shall track expenses incurred by those making repairs or improvements and assure that proper documentation is provided to the treasurer.

November 21, 2011;
November 11, 2016