

[Church Name]
Trustees Job Description (Sample)

Job Title: Trustees

Reports To: The Church

Position Status: Part Time

Purpose:

The Trustees will function as Christian stewards of property God has entrusted to the congregation.

Responsibilities:

- Supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective and all legal requirements related to the property are satisfied.
- Acting as legal agents or representatives as directed by the church, signing all legal documents involving the purchase, sale, mortgaging and rental of church property, only upon direction by the church.
- Maintaining inventory of all legal documents, in conjunction with clerk.
- Counseling with church staff, key leaders, committees or organizations concerning legal matters.
- Holding legal title to all church property (as required by state law) and acting only as directed by the church in regular or special business meetings.
- Making recommendations to the church concerning legal documents, property and other legal issues.

Spiritual Gifts and Qualifications:

- Trustees benefit from having one or more of these spiritual gifts: servanthood, helping, discernment, leadership, administration and giving. The chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and this leader should exhibit evidence of active and growing discipleship.
- Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with people of all ages and ability to work with other ministry leaders.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Trustees]

Date

Revised: _____