

FOURTH BAPTIST CHURCH
POSITION TITLE: TRUSTEE

PRINCIPAL FUNCTIONS

The principal function of the Church Trustees are to serve God, Jesus Christ, the members of Fourth Baptist Church and God's vision, mission, purpose, and core values for Fourth Baptist Church. Trustees are responsible for the legal representative of the Church. The Trustees are the only one's authorized to accept legal documents of any kind on behalf of the Church. The Trustees have the responsibility for the care of the Church's properties, real, personal and intangible subject to the laws of the state. Trustees are responsible for the financial interest of the church and shall adhere to the Fourth Baptist Constitution and Bylaws.

QUALIFICATIONS

- Integrity, honesty a high moral character; will make decisions that are in the best interest of the congregation.
- Organizational and leadership abilities; able to successfully conduct the business of the Church.
- Knowledge of financial/investment, insurance, liability, and legal issues related to non-profit organizations.
- Knowledge of property management/maintenance and construction.
- Acquire scriptural knowledge and constant growth in spirituality.
- Attend regularly the services of the church.
- Give financially through tithing in keeping with the Biblical principle of carrying out the work and programs of the church (Malachi 3:10).
- Give active support to and promote the church's programs through personal service in cooperation with the pastor, officers, and committees.
- Attend church meetings.
- Cultivate and cherish brotherly love for all members of the church and community.
- Demonstrate knowledge of and support for the church's vision, mission, purpose, and core values and how this ministry position contributes to them.

DUTIES AND RESPONSIBILITIES

- Must possess the Spiritual Gifts of Giving, Leadership, Administration, Service and Wisdom. (2 Corinthians 8:1-7, Acts 7:10, Acts 6:1-7, 2 Timothy 1:16-18, Ephesians 4:11-14)
- Affix their signatures to legal documents involving the sale, mortgage purchase or rental of property or other legal documents when signatures of the trustees are required.
- Determine the use of the church building by outside groups and shall determine suitable charges to be made for such use.
- Represent the Church for any alterations to be made regarding the Church facilities or furnishings.
- Responsible for the care and maintenance of the Church's property -interior and exterior.
- Secure an auditing committee for annual examination of the Church's financial records and/or an independent auditor.
- Ensure that the Church is in compliance with any legal requirements.
- Certify with the Circuit Court.

STAFF RELATIONSHIP

Trustees shall have working relationships with all of Church Officers, Church Staff Members, Committees, Ministry Leaders and members of Fourth Baptist Church to represent the congregation in a fair and trustworthy manner.