

TRUSTEE BOARD JOB DESCRIPTION (REVISED MAY 5, 2016)

- I. Purpose: The Trustee Board oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the Bethel, except items expressly the responsibility of another committee.

Ensure our building is available for regular use by congregants and rental groups.

II. Key Responsibilities:

- a. Preparing annual Capital Budget (“Building Fund”) and amendments to same for submittal to the Finance Committee.
- b. Estimating and prioritizing the future long-range maintenance needs of the physical facilities including an estimate of the cost and a suggestion for the dollar amount that should be set aside each year to meet these needs in the future. These include, but are not necessarily limited to: floor maintenance, interior painting, exterior painting, replacement of sanctuary chairs, maintenance/replacement of primary heating system, etc.
- c. Ensuring that proper replacement coverage’s are provided for the buildings and grounds, as well as to establish the limits of liability for all work and services of the church staff, church officers and clergy, the Trustee Board and other applicable persons.
- d. Establishing a listing of specialty consultants and contractors to support and augment the property needs as required. This list should include those who have successfully worked for the church in the past, and those who by reference or referral are deemed to be qualified to solicit proposals or bids from.
- e. Ensuring that supplies are adequately resourced for bathroom and kitchen, and garbage is collected and recycled.
- f. Host an "All Church Work Day" as needs require.

MAJOR AREAS OF COMMITTEE OF PARTICIPATION

Once the annual budget is established, the individual members may identify their personal interest in selected areas of the buildings and grounds, for their major involvement. These areas may include:

- A. Grounds Maintenance:** Exterior landscaping, including trees, plantings and lawn areas; fencing; public and private sidewalks, steps and ramps; parking lots; site watering and drainage control; snow removal and storage; and, exterior lighting and signing.
- B. Exterior Envelope of Building(s):** Walls of masonry, stone and other material; exterior doors and window; stained glass windows; roofing, flashing and drainage systems; access and stair systems; canopies, awnings and other overhead features; and the need for reconstruction and improvements, including tuck pointing and sealants.
- C. Basic Building Systems:** Maintenance, repair and/or replacement of systems for heating, ventilating, and air conditioning; electrical power and lighting; plumbing, fire protection and suppression and water protection (sump/ejection systems); elevators; security and communication (fire alarms, smoke detectors, motion detectors, alarms, etc.) other mechanical equipment such as pumps, motors, compressors, etc.; and, environmental and energy management systems.
- D. Interiors of Buildings:** Interior design and remodeling of existing rooms and areas; painting and wall coverings; flooring systems; lighting improvements; and furniture, furnishings and window treatments. Includes special areas for infants, children and young adults.
- E. Communication and Administrative Operational Systems:** Computer-based and related communication systems; office furniture and equipment; telecommunications systems; reproduction equipment; and, archival storage.
- F. Sanctuary:** Special systems for lighting; communications recordings; sound control; music equipment (organ, piano, orchestral); choir; ministerial staff; seasonal and other special occasions; seating areas including storage of bibles, hymnals and special sign-in cards; communion service; and, portable audio and video systems.
- G. Kitchen and Fellowship Hall:** Kitchen equipment, including refrigerators, freezers, ovens and cook tops, food preparation and storage facilities, dishwashing, and equipment storage cabinetry; special fire suppression systems; portable transporting carts; tables and chairs (rigid, stackable and folding), including movable storage carts; dishes, glassware, silverware and tableware; and related items.