

Section 4 - The Board of Trustees

The Board of Trustees shall consist of four (4) members.

The basic objectives of this Board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

That the basic objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Trustees.

The Board shall:

1. Make an annual inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements, or replacements.
2. Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.
3. Carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment.
4. Determine and engage, with Voters' Assembly approval, adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like.
5. Prepare for the custodial help a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
6. Annually review and recommend salaries for all custodial help.
7. Determine and establish, with the approval of the Voters' Assembly, regulations governing fees and the use of church property and equipment.
8. Assist the Pastor in coordinating the schedule of activities within the Facilities.
9. Make and issue keys for church property, and keep and review annually a list of the keys issued.
10. Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
11. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
12. Check all property at least twice a year for fire hazards.
13. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.
14. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.

15. Obtain legal information necessary or the wise consideration of contracts, deeds, and the like by the congregation'.
- 16 Negotiate service contracts for the organ, office machines, and the like.
17. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation.
18. Sign official documents and contracts that have been negotiated and approved by the congregation.
19. Obtain legal information on the laws governing nonprofit organizations.