



CENTRAL

Position: Trustee

Appointed by: Senior Pastor

Nominated and Affirmed: By the church

Reports To: Trustee Ministry-Leader (& Senior Pastor)

POSITION SUMMARY: The major purpose and responsibility of a Trustee is to help facilitate the vision of the church and Senior Pastor and serve as an accountability agent of the church.

- The Trustee Ministry-Leader, Treasurer and Clerk shall be nominated by his/her peers and approved by the Senior Pastor.
- Trustee Ministry candidates shall be nominated by the congregation, approved by the Senior Pastor, and brought before the Church for affirmation.
- Appointments shall be made to fill vacancies and add to the number of the Trustees.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Pray for the Senior Pastor, ministerial and administrative staff and Church family.
- Support the financial obligations of the church through tithes and offerings
- Must establish and foster exemplary relationships with the Senior Pastor, trustees, banking and accounting relationships.

DUTIES OF THE TRUSTEES

- The Trustees serve as legal representatives in all transactions related to the Church. They shall:
 - Hold "in trust" title to the Church properties, buildings, equipment, etc.
 - Review all legal documents and take all actions involving the sale, mortgage, purchase, or rental of property, and other legal actions related to Church approved matters.
 - Be responsible for the stewardship of Church finances and purchasing including approving annual budget and opening bank accounts as needed.
 - Receive, hold in trust, and manage the use of Church facilities and all property, bond, mortgages, investments, legacies, and gifts.
 - Keep all Church property in good repair and maintain adequate insurance.
 - Maintain adequate security systems on all Church properties and arrange for adequate insurance protection on Church property and employees.
 - Review quarterly reports
 - Administer the Church safe deposit box.

TRUSTEE MEETINGS

- Trustees shall meet regularly. Special meetings may be held at any time upon the call of the Senior Pastor, or of the Leader with the Senior Pastor's knowledge.

Reverend Anthony L. Riley, *Senior Pastor*

2845 Washington Boulevard at T. E. Huntley | St. Louis, Missouri 63103 | 314.533.0747 | info@cbcstl.org

Follow us on:   @CBCSTL |  @CBCSTLNEWS |  WWW.CBCSTL.ORG



CENTRAL

QUALIFICATIONS REQUIRED FOR THIS POSITION

- Candidate shall be spiritually mature persons obediently led by the Holy Spirit.
- Candidate shall be a member in good-standing (Tither and consistent attendance to worship experiences).
- The minimum age of a Trustee shall be twenty-one (21).
- Tact, discretion, and ability to handle sensitive and confidential matters;
- Trustees shall be bonded to minimize liability and protect the financial holdings of the Church.
- Trustees must be willing to execute an affidavit that all church property held by them is in the trust of the church and not their personal property.
- Candidates shall possess business acumen, understanding, ethics, and good financial management skills.
- Trustees shall have knowledge of the Bible as it pertains to the mission of the Church and they shall possess spiritual maturity, vision, and teamwork capabilities.
- A Christian in full agreement with Central's statement of faith and willingness and ability to serve Christ and His church.

Reverend Anthony L. Riley, *Senior Pastor*

2845 Washington Boulevard at T. E. Huntley | St. Louis, Missouri 63103 | 314.533.0747 | info@cbcstl.org

Follow us on:   @CBCSTL |  @CBCSTLNEWS |  WWW.CBCSTL.ORG