

Market Square Presbyterian Church Trustee Position Description

A member of the board of trustees must be an active member of Market Square Presbyterian Church and be willing to make the board of trustees a high priority for at least three years. Upon election by the congregation and installation, a trustee may be asked to serve a second consecutive three-year term.

Trustee Responsibilities:

1. Help maintain the material resources of the church, including the building, equipment, systems, and financial accounts.
2. Help manage the business, financial and legal affairs of the church, including preparation and administration of the budget as well as monitoring investment performance and insurance coverage.

Trustee Qualities and Skills

A member of the board of trustees should:

1. Have a deep and abiding faith in God.
2. Be knowledgeable about best practices in one or more of the following areas: building maintenance, finance, investments, insurance, or legal matters.
3. Be a good listener who works well with others.
4. Be able to keep information confidential.

Time Commitment for Trustees:

A trustee must be willing to set aside time to attend monthly meetings (except July and August) on the second Wednesday of the month at 5 pm. The meetings last at least 1 hour. Additional meetings are scheduled on an as needed basis. Members also should be willing to serve on subcommittees and/or act as liaisons to session committees on an as needed basis.