

Trustees Areas of Responsibilities

Heating/Air Conditioning – Electrical/Lighting Ryan Miller

Responsibilities: Heating/Air conditioning; electrical/lighting inside and outside of the church.
Vendor: M & M Electric (Jeff Lemmon)

Video/Sound/Computer Systems Nancy Greenslade, Dan Auxter, Carolyn Gray, Rob Ochier

Responsibilities: Video, sound, security, and computer systems. Vendor (video, sound): Mike Mlakar. Vendor (computer): Bill Johnson

Grounds Chad Cagle

Responsibilities: Lawn and landscaping maintenance and snow removal at the church. Rental properties and parsonage are maintained by residents. Vendor (snow removal at church): Kent Williams. Landscaping: Ryan Greenslade

Rental Properties Jeff Drown

Responsibilities: Care and maintenance of structures and appliances, including all surfaces (flooring, walkways and driveways). Perform yearly inspections. Vendor (plumbing and heating): M & M Electric (Jeff Lemmon)

Kitchen/Fellowship Hall Becky Barr

Responsibilities: Cleaning, care and maintenance of equipment and appliances. Inspections: Health Department, fire, etc. Vendor: M & M Electric (Jeff Lemmon). Vendor (kitchen range hood and fire extinguishers): Summit Fire and Security. Vendor: (appliances) The Wichman Company

Chair Lift and Sanctuary Debbie Overmyer

Responsibilities: Clean and care of all furnishings. Monthly and yearly inspections. Vendor: American Elevator Service

Classrooms and Restrooms Bonnie Cagle

Responsibilities: Oversee cleaning and care of all furnishings and appliances.

Parsonage Lester Root

Responsibilities: Care and maintenance of structures and appliances. Yearly inspection. Vendor: M & M Electric (Jeff Lemmon). Jeff Drown to assist.

Secretary Lenora Stiger

Responsibilities: Take minutes of Trustees meetings. Type and disperse minutes prior to next meeting. (Minutes will be emailed and/or can be picked up in the Trustees mail slot on the coat rack.) Maintain files of all minutes and important papers in the church office. Minutes to be reviewed prior to being dispersed to Trustees.

Notes:

- Trustees will need to maintain a file of meeting minutes and bring them to the meetings.
- Trustees should also be keeping their notebook in order and maintain a record of work done, companies doing the work, etc.
- Transactions by Trustees need to be held to a limit of \$200. Items over \$200 must be approved by the Trustees. All transactions need to be reported to the chairperson. In emergency situations, the chairperson has the authority to spend up to \$600 without approval.
- In the absence of the chairperson, Ryan Miller and/or Jeff Drown will handle any transactions taking place.

Trustees are reminded that as Trustees, we are responsible for keeping expenses as cost effective as possible while maintaining all properties, structures, and equipment belonging to the church.