



BETHANY GRACE FELLOWSHIP

Job Description: Trustee Deacon

SUMMARY: Deacons at BGF are servants at heart. They are called to serve and support specific ministries within the church. Deacons do not set policy. They follow directions provided by the Pastoral Staff and the Elder Board. However, deacons are often called upon to support church leadership with expertise and suggestions. Deacons are the primary point of contact for their ministry.

The Trustee Deacon is responsible to oversee the trustee duties in the interior and exterior of the church building and the 396 Reading Road property, as well as any future properties the church may acquire.

Duties:

- Point of contact for maintenance and service of physical property
- Approve invoices of expenditures at the church and 396 Reading Road property
- Attend Deacon meetings at the church 2-3 times per year or as needed
- Assist Executive Team in acquiring bids for new or replacement equipment needs
 - For Example: Heating/Cooling, Roofing, Flooring, Exterior Work, Paving, Seal Coating, Line Painting, Lawn Mowing, Weed Control, Snow Removal, Signage, General Maintenance
- Assist with Planning Meetings
- Plan clean-up days for interior and exterior
- Make recommendations to the Executive Team for improvements to the church facilities
- Oversee janitorial services