

# FIRST UNITED PRESBYTERIAN CHURCH

## ADMIN COMMITTEE

### MINISTRY DESCRIPTION



**Objective:** *You will help FUPC to glorify God through active discipleship and faithful service by helping to ensure that all facilities of the Church, including all parts of the building, as well as the outside grounds and structures are maintained in a safe, efficient manner and within the constraints of the operating budget.*

**Result 1:** The Board of Trustees is called to meet the Monday before the second Tuesday of each month, or more often if emergencies arise, to review the status of ongoing activities and to discuss and plan new standards for maintaining the Church facilities.

**Result 2:** The responsibilities of the various facilities and equipment throughout the Church building and surrounding grounds are distributed equitably among the Board Members, in keeping with their individual gifts and talents as much as possible.

**Result 3:** A report of the activities of the Board is provided at least monthly to the Session through both written Minutes of the meeting and an in-person briefing if necessary, by a Board representative at the scheduled meeting of the Session.

**Result 4:** The Board keeps accurate records of all expenses and remains within its budgetary limitations. Whenever unforeseen emergencies arise, accurate estimates for repairs or corrective actions are developed and presented to the Session for a funding decision.

#### **Specific Duties of the Admin Committee Trustees:**

- Knowledge of investments and ability to understand and utilize spreadsheets for reporting of investments.
- Approve bills and work orders.
- Participate in Sunday Church opening rotation.
- Take Minutes during monthly Trustee meetings.
- Maintain roster of current Trustees.
- Coordinate the technology needs of the Church staff.
- Take on leading or supporting roles in Trustee projects.
- Maintain list of Trustee projects and maintenance schedule.
- Monitor/guide legal issues.

**Team Composition (number):** Three (3) to four (4) Trustees; an installed Trustee must fill this position.

**Time Commitment:** Ten (10) hours per month.

**Special Talents and Skill Preferred:** Management skills; sound judgement; friendliness; skill in collaborating with volunteers.

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**Spiritual Gifts:** General business or administrative ability.

**Support and Accountability:** The Session members, other Trustees, and the Senior Pastor (Head of Staff).

**Resources and Training Provided:** The previous Board President will provide guidance; experience as a Board Member would be beneficial.

*Thank you for considering this important ministry.*