

**St. David's Episcopal Church and School
Trustee Job Description**

POSITION	TRUSTEE MEMBER
Purpose of Position	<ol style="list-style-type: none"> 1. Pursuant to the laws of the Commonwealth of Virginia to hold title to the property of the church and other property. 2. To regulate the use of any graveyard or columbarium; attend to concerns of residents; maintain natural beauty of the environment; open/close graves / niche as needed. 3. To review, negotiate, monitor and manage all contracts held by St. David's Episcopal Church and School. 4. To Provide contract and maintenance support to St. David's Church and School.
Responsibilities	<ol style="list-style-type: none"> 1. Oversee the maintenance, management and repairs of all buildings and other property belonging to the Church. 2. Develop and update a list of needed repairs and maintenance. 3. Develop and maintain a capital needs timeline and budget requirements in conjunction with the Vestry and Finance Committee. 4. Conduct regular safety inspection of buildings and grounds. 5. Provide a monthly Trustee Report for Vestry. 6. Respond proactively to calls and participate as required; However, it is requested info be sent by email to trustees@sdlife.org - have in writing when something needs to be taken care of. 7. Interact with Fire Department and other services when required to deal with Emergency situations
Qualifications	<ol style="list-style-type: none"> 1. Must be a confirmed adult communicant (16 years or older) in good standing. 2. Attend Sunday worship services regularly. 3. Be known to the Treasurer by submitting a pledge form each year. 4. Complete a background check within three months of appointment to the position. 5. Complete the prevention of sexual abuse training provided by the church within three months of being named a Trustee.
Spiritual Gifts	<ol style="list-style-type: none"> 1. Administration 2. Discernment 3. Leadership
Amount of Time Required	3-10 hours per week on average.
Length of Commitment	A minimum three year commitment, or until such time team member is no longer able to contribute, or is replaced by the Vestry
Responsible To	The Vestry, Rector and Congregation of St. David's Episcopal Church and School.