

DUTIES OF TRUSTEES

February 20, 2011

Definition of Trustee: One to whom something is entrusted.

SPECIFIC RESPONSIBILITIES OF DOVER FIRST BAPTIST CHURCH TRUSTEES

- # 1. Roy Holmes (2011-2014) – Responsible to oversee the following: turn back heat and AC; make sure lights are off and doors are locked after services; arrange and take care of flowers and live plants for events; and, removal of flowers after events.
- # 2. Marie Muncey (2010-2013) – Responsible to oversee church cleaning or to find a substitute, and to check once a month for workmanship before services.
- # 3. Sidney Speller (2010-2013) – Responsible for the following: maintaining light fixtures and replacing bulbs; changing batteries in the church smoke detectors and clocks;
- # 4. Linda Bacino (2011-2014) – Entrusted to oversee the functions of banquets and other such activities, including the organization of set up and clean up committees. Responsible for checking and restocking food supplies for Jr. Church, and to check on Jr. Church supplies the First Sunday of January, March, June and September.
- # 5. Lee Wood (2010-2013) – Responsible for the following: to oversee maintenance of fire extinguishers; to report any unsafe environments and recommendations; and, maintaining exterior grounds and parking lights.
- # 6. Sally Metcalf (2011-2014) – Responsible for placing orders for Church supplies. Entrusted to assist Pastor with funerals and weddings at the church (or to find a replacement if not available), and to be present one hour prior to these events to answer the phone, sign for flowers, etc...
- # 7. Doug Weck (2010-2013) – Responsible for overseeing parking in the church parking lot for Sunday morning worship, for funerals, weddings and special events at the church (or to find a replacement if not available).