



## ***Ebenezer Baptist Church*** ***Position Description - Trustee***

<b>Office</b>	<b>Trustee</b>
<b>Authority</b>	Fiduciary Support functionary of Ebenezer Baptist Church
<b>Duties</b>	<ul style="list-style-type: none"><li>• hold and maintain official church documents</li><li>• maintain church financial and accounting records</li><li>• provide regular monitoring and oversight of all church-owned property and assets</li><li>• provide regular status reports to congregation of general condition of church property</li><li>• receive and review requests for repair/improvements from Congregation</li><li>• make recommendations and submit proposals to Congregation of any and all maintenance and/or improvement needs of church property</li><li>• tally contributions and benevolence received by Congregation</li><li>• deposit contributions in assigned financial institution</li><li>• assist appointed persons in preparing and filing required local, state, and federal tax returns</li><li>• provide other duties as authorized by the Pastor and/or Congregation</li></ul>
<b>Scope</b>	<p>The following are current EBC-owned properties (contents included)</p> <ul style="list-style-type: none"><li>• Church Facility and grounds (113 Sixth Street, NW)</li><li>• Church Administrative Residence (201 6<sup>th</sup> Street, NW)</li><li>• Church Residence Dwelling (201-B 6<sup>th</sup> Street, NW)</li><li>• Church Parsonage (402 8<sup>th</sup> Street NW)</li><li>• Church Van</li></ul>
<b>Notes</b>	<p><b>TREASURER</b> ( רַצָּן , 'āṣar, רִבְּזָר , gedhābhār, גִּזְבָּר , gizbār, שָׁכְחָן , ṣākhan; οἰκονόμος, oikonómos): (1) 'Āṣar, meaning primarily "to store up," and hence, one who lays up in store, i.e. a "treasurer": "I made treasurers over the treasuries" (Neh. 13:13). (2) Gedhābhār (Aramaic), used only in Daniel 3:2-3: "treasurers," named with judges and counselors as recognized officials. (3) Gizbār, used in Ezra 7:21 (Aramaic) and equivalent in Ezra 1:8 (Hebrew): "treasurers beyond the river" and "Mithredath the treasurer." (4) Ṣākhan, primarily meaning "one who ministers to," and hence, a keeper of treasure, treasurer: "Get thee unto this treasurer" (Isaiah 22:15). Perhaps the idea of steward is here intended. (5) Oikonomos, by the King James Version translated "chamberlain," more properly in the American Standard Revised Version translated "treasurer": "Erastus the treasurer of the city saluteth you" (Romans 16:23). —International Standard Bible Encyclopedia</p>