

**Mt. Zion Baptist Church of Germantown
Trustee Ministry
2012 Standing Committee Assignments**

Terri Dean, Ministry Chairperson (ex-officio member of all committees)

Finance	Property	Personnel	Legal/Insurance
Doris Smallwood (Chair)	Florence Oliver (Chair)	Karon Waters (Co-Chair)	Helen Salahuddin, (Chair)
Charles Williams	John Singleton	Cheryl Russ (Co-Chair)	Gerald Dorsey
Ken Anderson	Jackie Davenport	Luther Weaver	Leroy Howell
Jannice Turner	Donna Graham	Beverly Wade	Nichole Torian
Helen Salahuddin*	Phil Cuffey		Jackie Morris
Rose Torian*			
Rod Lyles*			

Finance Committee: review/revise record keeping system; generate monthly/quarterly/annual financial reports; analyze spending patterns; monitor spending to budget; develop, monitor and maintain financial policies and procedures; serve as liaison for scheduled church audits; oversee the processing of 1099s and W2s; prepare inventory statements of all accounts

Property Committee: property maintenance and repairs; develop and implement ongoing maintenance programs; oversee and report status of property maintenance and repairs; maintain daily/weekly contact with custodial staff; review duties and responsibilities of custodial staff with Personnel Committee; maintain inventory of all church property, equipment and vans; oversee policy for van use, including use log, driver qualifications information, monitoring of van drivers, etc.

Personnel Committee: develop and maintain personnel files for each employee, e.g. applications, job descriptions, list of benefits, salary history, etc.; provide for coverage of office in absence of church secretary and other staff; execute performance evaluations for each employee; review/recommend salary changes/increases; track absences/vacations

Legal/Insurance Committee: develop and monitor policy for member and non-member use of church properties; review any legal and/or insurance policies/issues; coordinate/chair Risk Management Team; review/update Trustee Operating Procedures

** membership on Finance Committee by virtue of church role (Helen Salahuddin as Church Treasurer, Rose Torian as Financial Secretary, and Rod Lyles as Finance Manager)*