

Ainsworth United Church of Christ

ADMINISTRATION COMMISSION

Position description

2 Year Term

(2016)

The Administration Commission is charged with:

- Oversees uses and maintenance of building, grounds, and other property.
- According to the Bylaws, the commission is also charged with managing church investments and proposing administrative policies and procedures.
- The Administration Commission must send a representative to the Church Council Meetings and has a representative on the Day Center Liaison committee.
- Designate a member to work on the budget committee to draft the annual budget to present to the Council.
- The Administration Commission attends the annual Leadership Retreat.
- The Administration Commission writes an annual report to be turned in at the beginning of the next calendar year.