

## C.A.R.T. TEAM\_POLICIES and PROCEDURES

### MISSION:

The C.A.R.T (Christian Action Repair Team), hereafter called the Team, shall, as an outreach to our community and as a service to our own members, be available to assist those unable to help themselves in the upkeep of their homes.

### FUNCTIONS:

The duties of the Team shall include the following:

1. Making minor home repairs for those members of our church and the community who are unable to do such work themselves. Materials are donated or purchased with donated funds or, when available, funds from the Church Budget.
2. Providing Missional training for Trinity youth under the guidance of the appropriate Pastoral Staff and team leader

### TEAM PERFORMANCE;

As needed, but not less frequently than once a year, review and recommend changes to the Team policies and procedures and addendum (if applicable) for approval by the Church.

### DURATION:

The Team shall continue in existence indefinitely until terminated by the church body.

### TEAM LEADER:

Team Leader. The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body. If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

### TEAM MEMBERSHIP:

To effectively carry out the mission of the team, it is recommended that the team have at least 12 members to serve on the team. The assigned staff liaison shall be a non-voting member.

### MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members. Notices of Team meetings shall be delivered to the Church office by the Team Leader or Team Members calling the meeting to be placed on the master church calendar at least seven days prior to the meeting. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

**MINUTES & REPORTS:**

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church.

**EFFECTIVE DATE:**

This Charter was approved by the Church to be effective \_\_\_\_\_,2008, and shall govern the operation of the Team hereafter.