

**CLERKS  
CHARTER, POLICIES and PROCEDURES**

**MISSION**

The Clerks Team, hereafter called the Team, shall fulfill the duties and responsibilities set out in the Bylaw: Article V, Section 3 (c).

**FUNCTIONS:**

The duties of the Team are as follows:

- Keep a record of all proceedings of the church in business meetings
- Maintain a record of the proceedings of the Trustees
- Have charge of the corporate seal and have a authority to attest to any and all instruments of writing to which the same may be affixed
- Keep and make available at business meetings copies of Bylaws, Personnel Policies and Procedures Handbook and any other rules adopted by the church
- Be familiar with methods and practices used in the church office to maintain a correct register of church members
- Serve the role of secretary customary for other organizations formed under the laws of the State of Texas.

**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 until dissolved by amendment of the Bylaws.

**TEAM LEADER:**

The Team Leader shall be nominated by 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 2 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 5 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. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate..

**EFFECTIVE DATE:**

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

