

**CRISIS OUTREACH / DISASTER RELIEF TEAM
TRINITY BAPTIST CHURCH**

CHARTER, POLICIES and PROCEDURES

MISSION:

The Crisis Outreach/Disaster Relief Team, hereinafter called the “Team,” attempts to share God’s love and care as it provides relief to disaster victims in the form of spiritual, material and other needed assistance. The Team responds to crises which may result from:

- a natural disaster (e.g., hurricane, flood, tornado),
- an accident (e.g., chemical spill, refinery fire, train derailment),
- a terrorist act (e.g., bombing, chemical release),
- an outbreak of disease, or
- other unspecified events.

FUNCTION:

The Team functions primarily in the following two areas. Some Team members participate only in one area or the other, while others are active in both.

1. Team members operate a Medical Special Needs (MSN) shelter at the Ruble Center or other Church building as determined by the Pastoral staff.
 - A. MSN shelters are group facilities that provide safe refuge to individuals and families who require their basic needs be met and require more extensive services from medical or mental health professionals during a time of disaster. Guests at MSN shelters have conditions which preclude them from being housed in “general population” shelters such as those operated by the American Red Cross at Kelly-USA. MSN shelters are temporary living arrangements and provide care only until the emergency is over.
 - B. MSN shelters are operated under the supervision of the Baptist Child and Family Services Health and Human Services (BCFS HHS) in strict accordance with the “BCFS HHS MSN Shelter Policies & Procedures” manual.
 - C. The Trinity Baptist Church (TBC) MSN shelter is operated at the Ruble Center or other Church building as determined by the Pastoral staff only at the direction of the BCFS President/CEO after the need for MSN services is requested of BCFS by the appropriate authority or when requested by a city, municipality, county, state or federal agency.
 - D. All Team members who serve in *any* capacity as volunteers at the MSN shelter *must first receive BCFS-certified training*.

- E. The specific TBC and BCFS responsibilities pertaining to the activation/provisioning/staffing/administration/operation of the MSN shelter is contained in “BCFS HHS Church Shelter Memorandum of Agreement,” (MOA) signed by representatives of both TBC and BCFS August 3, 2006. The current MOA is in effect through August 3, 2011, at which time it will be extended, modified or terminated.
- 2. The Team supports the disaster relief efforts of Texas Baptist Men (TBM).
 - A. TBM is an organization that provides many forms of disaster relief on the local, state, regional, national and international level. It is comprised of men, women and children, ages 15 and above.
 - B. All Team members who serve in any capacity as volunteers with TBM must first receive “TBM Yellow Cap Orientation Training,” followed by “Specialty Training” in the specific area(s) in which they wish to become actively involved. Examples include Food Preparation, Chain Saw, Command Communications and Home Clean-Out.
 - C. A particularly significant TBM function is that of preparing *all* meals for *all* of the MSN shelters in the San Antonio area. This is done by TBM-trained personnel using TBM mobile kitchen equipment at TBC’s TriPoint facilities. Some of these personnel are Team members, while many other of these TBM food preparation volunteers are members of other churches.

TEAM MEMBERSHIP:

The membership of the Team is nominated by the Ministry Matching Team and elected by the Church. There is no minimum or maximum number of members for this team. Prior BCFS or TBM training is not a pre-requisite for nomination and election to the Team. The assigned staff liaison shall be a non-voting member.

TEAM LEADERSHIP:

Leadership of the Team is vested in two bodies: (1) the Team Leader, and (2) the Core Team.

- 1. Team Leader: The Team Leader has overall leadership responsibility for the team and functions as do other team leaders in the Church. The Team Leader is selected in accordance with the Ministry Matching process outlined in the Church By Laws and in the Ministry Matching Team’s Charter and Policies and Procedures and shall serve a term of not more than two years unless otherwise approved/designated by the Ministry Matching Team.
- 2. Core Team: This sub-team shall consist of six to eight Team members who have indicated to the Ministry Matching Team a willingness to serve on the Core Team. They are nominated by the Ministry Matching Team and elected by the Church. The Core Team and Team Leader work together in dealing with, and making decisions regarding, all Team matters.

MEETINGS:

1. **Entire Team:** Due to the large size of the entire Team and the existence of the Core Team, meetings of the entire team are normally not feasible or required. However, if necessary meetings of the entire Team may be called by the Team Leader or any other three Team members on at least seven days notice and communicated to the Church office for posting on the website and Church calendar. Twenty-five percent of the current Team membership shall constitute a quorum for the transaction of Team business at any meetings of the entire Team.
2. **Core Team:** A meeting of the Core Team, including the Team Leader, may be called at anytime by the Team Leader or any other two members of the Core Team on at least seven days notice and communicated to the Church office for posting on the website and Church calendar. A simple majority of the Core Team shall constitute a quorum for the transaction of business at any meetings of the Core Team.
3. If the Team Leader is unable to attend a team meeting, he/she shall designate another member of the Core Team to chair the meeting.
4. All meetings of the entire Team and Core Team 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. The assigned staff liaison shall be a non-voting member.

MINUTES & REPORTS:

The Team Leader 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.

TEAM PERFORMANCE:

As needed, but not less frequently than once a year, the Team Leader and Core Team shall jointly review and recommend changes to the Team Charter, Policies and Procedures, including any addenda, for approval by the Church.

DURATION:

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

EFFECTIVE DATE:

This Charter, Policies and Procedures document was approved by the Church to be effective _____,2008, and shall govern the operation of the Team hereafter.