

HIS HELPING HANDS TEAM

MISSION:

The "His Helping Hands" Team hereafter called the Team shall assist Trinity Baptist Church members who have long term health needs maintain their independence for as long as possible. We hope to do this by providing non-medical assistance with transportation to dentist and doctor appointments, radiation treatments, picking up prescriptions, grocery shopping, getting to church, running errands, reading and visiting, and helping with health care plans, insurance. and paperwork.

This Team is composed of volunteers who are church members looking forward to serving in this ministry.

FUNCTIONS:

The duties of the Team shall include the following:

1. Members who are in need of our services will call the Team Leader who will ascertain the date, time and location of the doctor appointment and approximate time it will take for the appointment. Member should give at least three or four days notice to the leader so arrangements can be made.
2. The Team Leader will then call the volunteers on the list to see who is available on that date and give them the member's name, address, directions to their residence and the date, time, phone number and address of the doctor and if possible an approximate amount of time the appointment will take.
3. Volunteer may check with member on the day of the appointment to be sure nothing has changed.
4. Volunteer should allow enough time to travel to member's residence and get to their appointment on time and either plan to stay at the doctor's office or leave a phone number so the member may call and volunteer may pick them up and take them home.
5. If at all possible, members should limit their requests to a maximum of two a week. This will free up time to help others.

TEAM PERFORMANCE:

As needed, but at least 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 between 10 and 15 members to serve on the team. The assigned staff liaison shall be a non-voting member.

MEETINGS:

A meeting to the Team may be called at anytime by the Team Leader or any other two member on at least 5 days notice and communicated to the church office for posting on the website and church calendar. 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 here.