

LAY MINISTRY TEAM  
CHARTER, POLICIES, AND PROCEDURES

MISSION: *The Lay Ministry Team, hereafter called the Team, shall:*

*Promote lay involvement by emphasizing and publishing ministry opportunities available through the church.*  
*Facilitate the functions of the various teams by assisting them with information and resources.*  
*Assist in the formulation, coordination, and implementation of new ministries.*  
*Assist in the preparation and implementation of the ministry matching process.*

FUNCTIONS: *The duties of the Team shall include the following:*

*Receive requests from Church members and other Teams for new Church ministries and alteration of existing Church ministries.*

*Review regularly all Church ministries and Teams for possible consolidation or termination.*

*Forward recommendations to the Trustees for approval and recommendation to the Church.*

*Determine if Church membership or other special qualifications (such as background checks) is to be required to serve on any given ministry team.*

*Coordinate closely with the MMT in its development and implementation of ministries. The Team Leader or other team member designated by the Team Leader shall serve as liaison to the Ministry Matching Team to facilitate mutual support and communication between the two teams.*

TEAM PERFORMANCE:

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

DURATION:

*The Team shall continue in existence indefinitely until terminated by amendment of the bylaws.*

**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 \_ 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 five 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.*

LAY MINISTRY TEAM  
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS  
ADDENDUM

The annual meeting schedule and primary agendas for such meetings are described below.

| <u>DATE</u>  | <u>PRIMARY AGENDA</u> |
|--------------|-----------------------|
| All meetings |                       |
| October      |                       |
| November     |                       |
| December     |                       |
| January      |                       |
| February     |                       |
| March        |                       |
| April        |                       |
| May          |                       |
| June         |                       |
| July         |                       |
| August       |                       |
| September    |                       |

LAY MINISTRY TEAM  
ADDITIONAL POLICIES AND PROCEDURES  
ADDENDUM