

**THE LIVING BREAD BAKERS TEAM
CHARTER, POLICIES and PROCEDURES**

MISSION:

The Living Bread Bakers Team, hereafter called the Team, shall provide freshly baked bread to be given, as a gift, to our guests after Sunday Morning Worship service as a reminder that Jesus Christ is The Living Bread

FUNCTIONS:

The duties of the Team shall include the following:

1. Each Team member, on their designated Sunday, will bake and bring their allotted number of loaves to the Fanning Foyer Office. Bread may be yeast, fruit or other varieties.
2. If a Team member is unable to bake bread for their allotted week they are asked to trade weeks with another baker or bake bread and put in the freezer in the Fanning Foyer Office.
3. The Team Leader coordinates with the Living Bread Greeter Team Leader to insure that there will be sufficient bread for the next week.
4. Team members may be asked to bake extra bread when a larger than usual number of visitors is expected i.e. Easter, Christmas.
5. Team leader coordinates with assigned staff liaison closely as staff liaison is aware of numbers of guests and checks on freezer regularly.

TEAM PERFORMANCE;

Team Leaders of Living Bread Bakers and Living Bread Greeters meet at the beginning of the new Church year to inform new members of Policies and Procedures and explain how the two teams are closely interwoven in their mission.

Email and telephone contact is made as needed, i.e extra bread needed.

DURATION:

The Team shall continue in existence indefinitely until terminated by the Church Body.

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:

The membership of the Team shall include as many members as wish to serve. 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 on at least 7 days notice and communicated to the Church office for posting on the website and Church calendar. All Team meetings shall be open to Church members and invited guests. 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.

THE LIVING BREAD BAKERS TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM

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

DATE

PRIMARY AGENDA

October

To greet newcomers and explain Policies and Procedures of Living Bread Bakers Team