

Procedures for Formation of Teams:

1. Review the summary for the Teams you have been assigned.
2. Contact the Church Staff Liaison responsible for each of your Teams and the Current Team Leader(s). *Reference the Discussion outline.*
3. Current Team Leader
 - Contact the Current Team Leader to see if he or she is willing to serve and who currently on their team is willing to continue serving.
 - See criteria for limitations on terms of service
 - Prospective Team Leader
 - Advise the Prospective Team Leader that the Ministry Matching Team and the church body must approve all selections.
 - Review with the Prospective Team Leader the names of those who have volunteered for membership on that team and those discussed in #2 above.
4. Once the MMT has chosen the Prospective Team Leader contact the individual and discuss their recommendations for next year's roster if not already completed per item #3 above.
5. Contact the recommended New Team Members you discussed in #2, #3, and #4 above to confirm their service on that particular team. If there are individuals who signed up for your team, but are not included on the proposed roster, contact them and determine another team in which they may be interested in serving.
6. Report your recommendations to the Ministry Matching Team for their consent and tentative approval of the team members. If time permits, email the proposed roster to the staff liaison prior to the next meeting.
 - a. Confirm that you have checked that all proposed members are members of the Church, if applicable.
 - b. Confirm that the team roster contains one or more persons who can be selected as team leader next year and that you have discussed this with the staff liaison and team leader.
 - c. Report on all persons who volunteered for the team but who are not included on the proposed roster.
 - d. Discuss any inconsistencies with the Guidelines for Selection of Team Leader and Members.
7. All teams will be considered tentative until the final report to the church is approved at the Business Meeting in September.
8. All teams will be commissioned in October.