

MINISTRY MATCHING TEAM GUIDELINES FOR TEAM SELECTION

1. **Service as a team leader** is generally limited to two years. Extension of service as team leader may be considered on a case-by-case basis. A stricter guideline for extended service is applied to leadership of administrative teams.
2. **Service as a member of an administrative or policy-making team is generally limited to five years.** Extension of service may be considered if qualified volunteers are not available. A team member with a conflict of interest, real or apparent, regarding any issue before the team should disclose the conflict and be excused from deliberations, voting, and other actions bearing on the issue. In the selection of team members of any administrative or policy-making team, consideration should be given to avoiding the concentration of votes in any one family.
3. No one should serve as **team leader** of more than one team.
4. The **preference for a new team leader** is someone currently serving on the team.
5. Because of the importance of the role of Team Leader and their interaction with Staff and Trustees, it is suggested that **nominees for Team Leaders each year be discussed with the Senior Pastor and the Chair of the Trustees** to discern any special input that Staff or the Trustees might want to make, recognizing that their input is only advisory.
6. **Church membership** is generally not required to serve on a ministry team except for teams designated by the Lay Ministry Team. Members of the Finance, Membership and Personnel Teams must have been members of the Church for at least one year.
7. Every effort should be made to **match individuals with their ministry preferences and gifts and skills.**
8. **Team size** should generally be limited to the minimum needed for efficiency and effectiveness. Discuss team preferences with the prospective team leader, the staff liaison, and the current team leader. The Finance, Membership and Personnel Teams shall each consist of seven members.
9. In **approaching a prospective team leader**, explain the guidelines and the team structure, ask if the individual would be willing to serve as team leader, and explain that nominations are subject to approval by the Ministry Matching Team and by the Church at the annual meeting.

10. Upon selection of the team leader and resolution of the size of the team, begin **calling individuals who have indicated a desire to serve and have been initially reviewed by the MMT**. Explain that nominations are subject to approval by the Ministry Matching Team and by the Church at the annual meeting. Upon approval, team members will be contacted by the team leader to begin service on the team. **Commissioning services will be held.**

11. **Everyone indicating a desire to serve on a team *must* be contacted.** If the team has already reached its capacity, advise the volunteer about the size limitations and suggest other ministry areas that may be of interest. If another ministry is of interest, alert the MMT member assigned to that team for follow-up contact. **Above all, we do not want to turn away anyone who has indicated a desire to serve. There is a place at Trinity Baptist Church for all to serve.**