

NEW MEMBER TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The New Member Team, hereinafter called the Team, shall plan and implement activities and programs that welcome new members to TBC, facilitate their prompt assimilation into the life of TBC and foster their spiritual growth through ministry and service.

FUNCTIONS:

The duties of the Team shall include the following:

1. be warm and personal greeters when new members join TBC
2. make certain that systems are in place for photos to be taken of new members
3. develop an effective packet of relevant and helpful materials to be given to new members
4. plan an effective strategy for incorporating new members into the life of TBC
5. work with other teams, as needed, to support the new members of TBC
6. take such other actions from time to time as may be consistent with the Mission of the Team

TEAM PERFORMANCE:

As needed, but not less frequently than 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 ministry, 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:

To effectively carry out the mission of the team, it is recommended that the team have at least 7 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 seven 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. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective _____ 2008, and shall govern the operation of the Team hereafter.

NEW MEMBER TEAM MEETING SCHEDULE AND PRIMARY AGENDA ITEMS

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

DATE

PRIMARY AGENDA

As needed

As formulated by the Team

ADDITIONAL POLICIES AND PROCEDURES
ADDENDUM