

TRUSTEE CHARTER, POLICIES and PROCEDURES

PREAMBLE

This Charter shall constitute the policies and procedures of the Trustees and in the event of any conflict with the Bylaws, the Bylaws shall govern.

Section 1 **Scope and Purpose**

The Trustees facilitate the planning, coordination and communication of Church affairs. The Trustees shall assist the Senior Pastor and the Church in: defining the vision or mission of the Church, planning and coordinating the activities of the Church; reviewing the scope of the various Church Teams for gaps or overlap of responsibilities; serving as trustees for Church assets; and reviewing and evaluating the Senior Pastor.

Section 2 **Duties and Responsibilities**

The duties of the Trustees shall include the following:

1. Assisting the Senior Pastor and the Church in the defining of the vision or mission of the Church.
2. Assisting the Senior Pastor and the Church in developing a purpose-based, mission-driven continuous planning process which formulates objectives, sets priorities, allocates resources, and evaluates achievements. This shall be accomplished by communicating regularly with the staff, Deacon Council, Standing Teams of the Church (as that term is defined in Article VIII of the Bylaws), other Teams of the Church, and with the congregation through Town Hall meetings and other communication forums, including those outlined in Section 2, number 5.
3. Recommending to the Church, with the assistance of the Lay Ministry Team, the establishment and scope of ministry teams needed and the dissolution or consolidation of ministry teams, as appropriate.

4. Reviewing at least annually, with the assistance of the Governance Team, the charters, policies and procedures for the Deacon Council and all Teams for any gaps and overlaps in their respective scopes of responsibilities and for compliance with the Church Governance Documents and recommending appropriate changes to such charters, policies and procedures to the Church. The term “Church Governance Documents” means the Church Certificate of Formation and Bylaws.
 - a. The Trustees will assist the Senior Pastor concerning effective use of the church’s decision-making and implementation structure.
 - b. The Trustees, will also communicate the overall decision-making and implementation structure to each team.
 - c. The Trustees will develop and implement strategies to effectively communicate to the Church its significant decisions and communication on the Church’s activities and ministries. The Trustees will also solicit input and feedback from the Church concerning its areas of responsibility.
5. Consulting with, and receiving plans and reports from the Standing Teams and other teams of the Church as may be requested or necessary to facilitate the work of the Church. All Standing Teams will be requested to submit to the Trustee Secretary a beginning of year Ministry Plan and a year-end report of the work of their team stating any goals or objectives that were completed, in progress, or were not met for the past year. The Finance Team is requested to submit copies of the Church monthly Church Financial Report to the Trustee Secretary.
6. Providing consultation, evaluation and recommendations on such personnel issues concerning the ministerial staff as may from time to time be referred to them for consideration by the Senior Pastor or the Personnel Team.
7. Providing input on any Pastors or other staff to be recommended to the Church for hiring.
8. Conducting not less than annually a performance review of the Senior Pastor with administrative assistance from the Personnel Team, as requested by the Trustees, and set the terms of the compensation and benefits of the Senior Pastor in accordance with, and consistent with, the policies adopted by the Personnel Team, the Church Budget, and the

provisions of the the Bylaws. The Trustees shall receive and consider input from the Deacon Council, any Team or any individual Church member desiring to provide such input in conducting the annual review of the Senior Pastor. The Senior Pastor shall be recused from the deliberations of the Trustees in the performance of their duty to review and evaluate the Senior Pastor.

9. Executing deeds, deeds of trust, mortgages, promissory notes, or other pecuniary obligations, only by the direction of the Church membership, and such instruments, when so directed by the Church, shall be signed by the Chair of the Trustees or another member of the Trustees designated by the Trustees, and attested to by the Clerk.
10. Holding legal title to properties of the Church and discharge the functions vested in them by the Bylaws.
11. Recommending to the Deacon Council and the Church one or more persons or teams to handle the responsibilities of the Senior Pastor, as set forth in the Bylaws, during any period the Church is without a Senior Pastor.
12. Nominating Ministry Matching Team members to be elected by the Church and removing any member of the Ministry Matching Team if in the best interest of the Church, or the proper functioning of the Ministry Matching Team.
13. Carrying out the duties set forth in Article V, Section 2, with respect to the election or removal of Church officers.
14. Removing a Clerk from office, upon recommendation of the Ministry Matching Team, and on majority vote.
15. Carrying on such duties as may be required by the laws of the State of Texas as limited by the Bylaws or as specifically delegated by the Church.

Section 3
Trustee Meetings

A. Regular and Special Meetings; Notice. Regular meetings shall be held at least monthly for the transaction of any and all business of the Trustees. The date and time of such regular meetings will be determined at the first Trustee meeting of each Church year. The Trustees' meeting schedule with primary agenda items is attached hereto as an addendum. Changes to this addendum may occur with the approval of the Trustees. The agenda for all regular meetings shall be posted timely on the Church website. Special meetings may be called by the Chair or any two Trustees, however, only items identified in the special meeting notice may be addressed in a Special Meeting. Notice of meetings shall be in accordance with Article VII Section 6 of the Bylaws. A majority of the members of the Trustees shall constitute a quorum for the transaction of Trustee business. All Trustee meetings shall be open to staff members, Church members and invited guests, except for those matters which may require an executive session. Participation in Trustee deliberations, however, shall only be by invitation of the Trustees. Oral presentations relating to an item on the agenda shall be heard before a vote is called on the item.

B. Participation in Meetings. In order to coordinate the flow of information between the staff, Teams, Deacons and congregation, the Trustees will schedule and receive regular reports from the staff and Teams and make recommendations to the Teams, staff and congregation as needed in the judgment of the Trustees. Team leaders will be contacted in advance by the Trustee Chair, Vice-Chair or another member as designated by the Trustees to schedule such meetings. Notice of each team's meeting date will be posted on the Trustee's agenda at least five (5) days prior to the meeting.

A member of the congregation who desires to address the Trustees may do so by appearing in person at any regular meeting of the Trustees, signing in at the beginning of the meeting giving the person's name and matter to be discussed, and waiting to be recognized to speak when "New Business" is presented on the agenda. When recognized by the Trustee Chair, the member will have a designated amount of time, determined by the Trustee Chair, to address the Trustees at the meeting. The Trustees will listen to the matter as input, and will follow-up and respond back to the member directly or at an upcoming meeting.

The decorum of all Trustee meetings will be maintained according to the principles of the most current version of Roberts Rules of Order.

C. Agenda. Agenda matters for the upcoming regular meeting of the Trustees shall be posted electronically on the Church website with the notice of meeting required by Article VII, section 6 of the Bylaws but in any event one (1) week prior to the regular meeting (or in the event of weekly meetings, at least three (3) days prior). The agenda of every regular meeting is submitted by the Secretary and approved by the Chair or Vice Chair. A Trustee desiring to add additional agenda items may submit additions to the Trustee Secretary until such time as the meeting is called to order.

Section 4 **Business and Town Hall Meetings**

A. Business Meetings. Church Business Meetings shall be conducted in accordance with Article IV Section 2 of the Bylaws. They shall be held at least quarterly to facilitate the conduct of Church Business. Such meetings shall be scheduled by the Senior Pastor or the Trustee Chair. The agenda for Business Meetings shall be determined by the Trustee Chair, with input from the Senior Pastor, Pastoral Staff, Trustees and ministry teams, as appropriate and posted on the Church website and newsletter at least ten (10) days prior to the meeting, including the time and place for the meeting.

B. Town Hall Meetings. Town Hall Meetings shall be moderated by the Trustee Chair and shall be held at least quarterly to facilitate communication with the congregation. Notice of Town Hall meetings shall be posted on the Church website and newsletter and at other prominent places on the Church campus at least ten (10) days prior to the meeting, including the time and place for the meeting. Specific agenda or discussion items will also be posted on the notice. The agenda shall be set by the Trustee Chair after considering input from the Senior Pastor, Pastoral Staff, Trustees, ministry teams, and members.

Section 5 **Church Membership Initiatives**

If a member of the Church or ministry team has a suggestion or proposal regarding the Church's overall mission and vision, they should contact the Trustee Secretary who will place them on the Trustee meeting agenda.

The Trustees will consider the member's proposal and give him/her timely feedback concerning the action taken. The Trustees will engage ministry teams and staff, as appropriate, prior to providing feedback to the originating party.

In the event the member is not satisfied with the recommendation of the Trustees, the member can appeal the decision to the congregation.

Ideas for the establishment of new ministries shall be presented to the Lay Ministry Team or other appropriate team consistent with its policies and procedures. The Lay Ministry Team will work with the originating party (whether staff or church member) to develop clear objectives and a plan of action. The Lay Ministry Team will interface with the Trustees for approval and recommendation to the Church.

Section 6 **Conflict Resolution**

The Trustees will assure a spirit of teamwork and cooperation exists between the Deacons, Ministry Teams, Staff and itself. The Trustees will strive to surface and resolve any conflict among these groups.

The first step in attempting to resolve conflicts is to utilize the scriptural guideline found in Matthew 18.15-20. The conflict should be addressed within the group(s) affected before anyone outside the group is brought in.

If that attempt fails, the Trustees, or their representative(s) will hear the conflict and take appropriate action as necessary to help the parties reconcile and resolve the conflict in a way that will help them grow spiritually. The Trustees will initiate other lay leader involvement in the event that the normal organizational structure is not effective in resolving a particular conflict.

Section 7
Membership

The membership of the Trustees shall include 13 members, composed of six ex officio positions and seven elected from the Church membership at large. The six ex officio positions are: the Senior Pastor, Chair of the Deacon Council, and Team Leaders of Lay Ministry, Missions, Discipleship and Education and Music and Worship Teams. The nomination and election process for those elected from the Church membership at large shall be in accordance with Article VII, Section 3 of the Bylaws. The Trustees may remove any Trustee for cause with a vote of at least nine Trustees. Trustees shall be elected and shall serve terms as provided in Article VII, Sections 2-5 of the Bylaws.

Section 8
Officers

The Trustees shall annually elect from among its members (other than the Senior Pastor) a Chair, a Vice Chair, and a Secretary. The Trustees may also elect other officers as the Team shall, from time to time, determine advisable. The nominee receiving the most votes shall be elected as Chair. The nominee receiving the next highest number of votes shall be elected as Vice-Chair. After the Chair and Vice Chair have been elected, nominations shall be taken from among the remaining members for Secretary. The person receiving the highest number of votes shall be elected as Secretary.

The Chair shall preside at all Trustee meetings, moderate all Town Hall meetings and perform such other duties as prescribed by the Bylaws. The Chair may be removed as Chair by majority vote of the Trustees. If the Chair is unable to attend a Trustee or Town Hall meeting, the Vice Chair shall preside or moderate the meeting instead of the Chair. In the absence of the Vice Chair, the Secretary shall call the meeting to order and those Trustees present shall elect another Trustee to preside at or moderate the meeting. The Chair or Senior Pastor shall call Church Business Meetings as provided in Article IV Section 2 of the Bylaws.

Section 9
Minutes and Reports

The Secretary shall keep minutes of all Trustee meetings and shall provide to the Trustees the unapproved minutes before the next regular meeting. The approved minutes shall be filed with the Clerk of the Church. A summary of the meeting shall be posted on the Church website and in the Church newsletter, with copies of the approved minutes available through the Church office. The Secretary will serve as the repository for the Trustees' policies and procedures, bylaws, agendas, reports and other communications with the Church, with copies of these documents also available in the Church office. The records of the Trustees will be maintained by the Clerk and delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church. The Trustee Officers may authorize the creation and distribution of reports or position papers as appropriate.

Section 10
Team Performance

The Trustees shall conduct at least annually a self-assessment of its performance against its Charter and Policies and Procedures. They will also review as needed but not less than once a year the Team Charter and addendum, and recommend any needed changes to the church for approval.

Section 11
Duration

The Trustees shall continue in existence until dissolved by amendment of the Bylaws.

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

**TRUSTEES SUGGESTED 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	Elect Trustee officers, determine meeting days/times; Calendar Business Meetings for the year; Request from all Standing Team chairs their team’s Ministry and Stewardship Plans for the upcoming Church year
November	Review Ministry and Stewardship Plans for all Standing Teams
December	
January	Begin work on church-wide Ministry Plan for Church year beginning in October.
February	
March	
April	
May	
June	Vote on proposed nominees for Ministry Matching Team for recommendation to Church
July	

August Request all Team chairs to submit their Team’s Year-End report stating any goals or objectives that were achieved and those that were not met for the past year. Review at least annually any changes to Policies & Procedures for teams and recommend to Church for approval.

September Review Year-End reports for all teams; Prepare and set agenda for Annual Business Meeting;

Not specified yet: Performance review of Senior Pastor (could be done on employment anniversary date or in accordance with church year end);