

VISUAL ARTS TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The Visual Arts Team, hereafter called the Team, shall coordinate and assist in promoting visual arts activities.

FUNCTIONS:

The duties of the Team shall include the following:

1. To establish a Church policy for the acquisition, display and disposition of works of art. (*See attached policy*)
2. To plan or participate in programs to facilitate the incorporation of the visual arts in teaching and worship in a totally inclusive way, encompassing all age groups, including both members and non-members of Trinity Baptist Church, coordinating with the Music and Worship Staff and Team as to the Worship service(s) .
3. To work cooperatively with other groups in order to accomplish these functions.
4. To secure major art to be permanently displayed.
 - a. Approve (*See attached guidelines*)
 - b. Assist in purchasing or receiving
 - c. Check mounting for security
 - d. Check insurance for proper coverage
5. To sponsor, publicize, hang and supervise art exhibits, including exhibits from outside organizations.
6. To encourage Christian art and artists
 - a. At least one project per year to help train artists.
 - b. At least one project per year to encourage expression of Biblical fact or principle.
7. Budgeting for these tasks
 - a. Submit itemized budget projections to the Finance Team at the time of their request.
 - b. Provide Finance Team with breakdown of timing of expenditures.
 - c. Supervise the expenditures

TEAM PERFORMANCE;

As needed, but not less frequently than once a year, to review and to recommend changes to the Team policies and procedures and addenda (if applicable) for approval by the Church.

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:

To effectively carry out the mission of the team, it is recommended that the team have between five and ten 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.

EFFECTIVE DATE:

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

POLICY FOR ACQUISITION, DISPLAY AND DISPOSITION OF WORKS OF ART

Works of art for display in common areas of the facilities of Trinity Baptist Church of San Antonio, Texas, shall be commissioned or chosen by the Visual Arts Team in consultation with the Facilities Manager and any other teams or committees having interest in the area where the item is to be displayed.

Trinity Baptist Church does not accept unsolicited donations of works of art. Any person or organization seeking to make such donation shall make a formal request to the Visual Arts Team. The Visual Arts Team, in consultation with the Facilities Manager and any other appropriate team or committee, shall evaluate for appropriateness of any such request, taking into consideration the area in which the item is proposed to be displayed, and shall approve or deny the request accordingly.

All such art donated becomes the property of the Church, and may be displayed at the discretion of the Visual Arts Team, which will, in consultation with the Facilities Manager and other appropriate teams or committees, determine the place and duration of the display.

No donation will be accepted in which the donor retains an interest, with the exception of loans, in which case the item will be returned to the owner at the end of the loan period. During the period of the loan, the church retains the exclusive right to the display as with any other donated item.

Trinity Baptist Church will accept monetary donations designated for the commissioning and purchase of art that the Church, upon recommendation of the Visual Arts Team and in coordination with the Business Administrator, determines should be acquired.

Any item donated to the church becomes the property of the church and may be displayed, stored, sold, or returned to the donor or artist upon recommendation of the Visual Arts Team. The donor relinquishes any interest and control at the time of the donation.

Any items currently owned by the church, whether acquired by donation or by purchase, shall be included in this policy and may be displayed, sold, or returned to the donor or the artist upon recommendation of the Visual Arts Team.

Any potential donor shall be made aware of this policy, and the donor, prior to the Church's acceptance of the donation, shall agree to it in writing.

The Visual Arts Team may, from time to time, in cooperation with individual artists or art groups, sponsor a temporary exhibit, usually in the Dining Room of the Church. The Visual Arts Team retains the right to approve items to be exhibited based on appropriateness for display in the Church.

This policy is not meant to prevent individual Sunday School classes from decorating their spaces. Any such decoration, however, may not be permanently attached to the walls of the room and shall be removed by the class should it move to a different location.

GUIDELINES FOR DEALING WITH VISUAL ART AT TRINITY BAPTIST CHURCH

- I. Guidelines for displaying art
 - A. A quorum of the Visual Arts Team will be responsible for purchasing permanent art, with church or donated funds in coordination with the Business Administrator.
 - B. A quorum of the Visual Arts Team will have the final responsibility for accepting or rejecting art donated or purchased for permanent display at the Church.
 - C. All purchased or donated art becomes property of the Church and can be placed as the discretion of the Visual Arts Team in coordination with the Facilities Manager, giving due consideration for the donor's or purchaser's wishes.
 - D. All art objects received should be mounted, framed, or otherwise suitably prepared for display, as well as suitably lighted before display. The expense for such preparation shall normally be borne by the donor or purchaser.
 - E. With the passage of time, moving of art works will be done with the approval of the Visual Arts Team
 - F. Display procedures
 1. Minimum damage to Church property with maximum security for the work in question shall be the rule of thumb for displaying works of art.
 2. Security of works shall consider vandalism possibilities as well as theft.
 3. Donors may desire to affix a plaque on a work, containing the name of the work, artist and donor. Any such plaques are subject to approval by the Visual Arts team.
- II. Terms of temporary or permanent loan will be negotiated between the Visual Arts Team and the owner of the work in question.