

ADMINISTRATIVE ANGELS TEAM  
CHARTER, POLICIES and PROCEDURES

**MISSION:**

The Administrative Angels Team, hereafter called the Team, shares God's love by supporting the staff, other teams, and the ministries of the church by providing basic administrative assistance as needed.

**FUNCTIONS:**

The duties of the Team shall include the following:

1. Copying and folding the Sunday Order of Worship as needed.
2. Copying and folding the Wednesday evening bulletin as needed.
3. "Stuffing" the Sunday Order of Worship with additional information as needed.
4. Copying information for monthly Deacons' Meetings as needed.
5. Regularly updating the information in the pew racks.
6. Making copies, stuffing envelopes, creating notebooks, and other administrative duties as needed.

**TEAM PERFORMANCE:**

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

**DURATION:**

The Team shall continue in existence until termination 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 three 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 that may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

**MINUTES & REPORTS:**

Since meetings are devoted to the completion of requested administrative tasks, in some meetings minutes will not be taken. However, in those instances, there is a log of service that is in the Work Room. Those who serve on Tuesday and Wednesday afternoons will be asked to record their work. In other instances, 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