

## LORD'S SUPPER TEAM CHARTER, POLICIES and PROCEDURES

### MISSION:

The Lord's Supper Team's mission is to prepare the elements (bread and juice) for a worship service. It serves at the direction of the Ministry Staff or Deacon Officers. The team also cleans up after the service and maintains an inventory of necessary supplies.

### FUNCTIONS:

The duties of the Team shall include the following:

1. Meet the day prior to the scheduled celebration of the Lord's Supper to prepare the elements.
2. Report to the Lord's Supper Room following the service to clean up.

### TEAM PERFORMANCE:

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

### DURATION:

The Team shall continue in existence indefinitely until terminated by the church body.

### TEAM LEADER:

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 8 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 on at least 7 days notice and communicated to the Church office for posting on the website and Church calendar. 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.