

OUTREACH TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The Outreach Team, hereafter called the Team, shall envision, implement and encourage creative outreach ideas for all areas of TBC.

FUNCTIONS:

The duties of the Team shall include the following:

1. involve all of TBC in various outreach ideas and activities
2. create an 'outreach mindset' at TBC – each one reach one
3. provide a representative for the Team from every TBC Sunday School department
4. contact TBC prospects and new members
5. man photo booth at Fall Fun Fest and Easter Fest, taking and hand-delivering photos to TBC guests
6. organize and host an 'All TBC Greeters' meeting, including OR Team, Ushers, Hospitality Team, Welcome Center and Wednesday Night Greeters, TBC4U Team, Bread Deliverers
7. participate in TBC Direct Connect, the calling all TBC members
8. develop and support outreach activities within the community (ex. Welcome One)
9. support and assist all outreach activities at TBC campuses, main campus, TriPoint, Ruble
10. continue making and distributing TBC member nametags, as requested

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 existence indefinitely until terminated by the church.

TEAM LEADER:

The Team Leader shall be nominated by the Ministry Matching Team and approved by the church. The Team Leader will schedule and lead each meeting. 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:

The membership of the Team shall include no fewer than 1 member from every Sunday School Department, including the Team Leader. 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. 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.

OUTREACH TEAM 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>
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All meetings as needed

October	Fall Fun Fest Photo Booth and hand-delivery to TBC Guests
November	

December

January

February

March	Easter invitational postcards sent to FFF Guests
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April	Eggstravaganza Foto Booth and delivery to TBC Guests
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May

June

July

August

September

ADDITIONAL POLICIES AND PROCEDURES

ADDENDUM