

# **GOVERNANCE TEAM CHARTER**

## **SCOPE AND PURPOSE:**

The Governance Team (the “Team”) shall regularly review the Church Governance Documents and ensure that the actions of the Church are executed in accordance with its Church Governance Documents.

## **FUNCTIONS:**

The duties of the Team shall include the following:

1. Periodically review and recommend changes to the Church Governance Documents, as appropriate.
2. Ensure that actions of the Church and any Church Organization are in compliance with the Church Governance Documents and applicable policies and procedures. The Team shall communicate with such persons as necessary to address any compliance concern, including bringing the matter to the attention of the Church congregation for appropriate action by the Church.
3. Annually review the charter, policies and procedures of every Church Organization for any gaps and overlaps in their respective scopes of responsibilities, ensure policies and processes are in compliance with the Church Governance Documents and report findings, conclusions and recommendations to the Trustees.
4. The term “Church Governance Documents” means the Church Certificate of Formation and Bylaws.

## **COMMITTEE PERFORMANCE:**

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

## **DURATION:**

The Team shall continue in existence indefinitely until terminated by amendment of the bylaws.

## **TEAM LEADER:**

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 approximately seven members to serve on the team. The Senior Pastor, or other designated staff liaison, shall be entitled to attend and participate in any Team meeting, other than executive sessions (as defined in the bylaws).

## **MEETINGS:**

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least three 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.

### **Telephonic Meetings:**

Meetings by telephonic conference call or other means of communication by which all persons participating in the meeting can hear each other are authorized.

### **Electronic Voting:**

In addition, the Team may transact business through electronic voting without meeting subject to the following restrictions:

- a. The decision to allow electronic voting on any particular matter shall be subject to the approval of the Chair of the Team.
- b. Only actual votes shall be counted—silence shall not be interpreted as consent.
- c. Action by the Team pursuant to electronic voting shall be upon a vote of a majority of the Team members.
- d. All actions approved either telephonically, or electronically, should be recorded in the Minutes of the first Team meeting following such action.

## **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 September 27, 2015, and shall govern the operation of the Team hereafter.