

## **CHILDREN'S MINISTRY ACTION TEAM CHARTER, POLICIES and PROCEDURES**

### **Mission:**

The Children's Ministry Action Team, hereafter called The Team, shall support the Children's Pastor in bringing children closer to God through fellowship and service to their church and community.

### **Functions:**

Under the guidance of the Children's Pastor, the duties of The Team shall include the following:

1. Bring God's Word to the children of Trinity Baptist Church and the community through organizing service and fellowship opportunities.
2. Support other ministries of Trinity Baptist Church as needed.
3. Support Godly ideals and strength of education and service.

### **Team Performance:**

As needed, but not less frequently than once a year, review and recommend changes to the Children's Ministry Action 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 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 five 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, in consultation with the Children's Pastor, 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 the 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 and 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 \_\_\_\_\_, and shall govern the operation of the Team hereafter.

