

FACILITIES TEAM  
CHARTER, POLICIES and PROCEDURES

MISSION:

The Facilities Team, hereafter called the Team, shall have the overall responsibility for recommending to the Church the acquisition, construction, maintenance, development or disposition of Church property. Other responsibilities of the team include but are not limited to oversight of Trinity Baptist Church relating to capital improvement projects, building maintenance expenditures over \$10,000, and contracts that the Church enters into related to Team Mission.

TEAM PERFORMANCE;

Review the Team policies and procedures as needed but not less than once a year and recommend additions and changes if applicable for review by the Governance Team and approval by the Trustees and the Church.

DURATION:

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

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 5 and no more than 10 members to serve on the team. If possible, the Team should represent a cross section of the design, construction, legal, real estate and maintenance industries. The assigned staff liaison shall be a non-voting member. Members may be divided into sub teams for specific projects in accordance with goals for the year. All sub teams are responsible to the entire Facilities Team for any recommendations or actions.

MEETINGS:

The Team Leader or any other two members may call a meeting of the Team anytime. The Team Leader or Team Members calling the meeting shall deliver notices of Team meetings to the Church office to be placed on the master church calendar at least five 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, 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 September 26, 2010, and shall govern the operation of the Team hereafter.