

## **HISTORY TEAM CHARTER, POLICIES and PROCEDURES**

### **MISSION:**

The History Team, hereafter called the Team, shall gather and preserve, with the help of other Church Teams and Committees, and other members, papers, records, photographs and other artifacts that will document the history of Trinity Baptist Church.

### **FUNCTIONS:**

The duties of the Team shall include the following:

1. Research, identify, organize, catalogue and preserve all items, documents, photographs, records in such a manner as to assist in making an historical record.
2. Seek the assistance of archival specialists in establishing appropriate procedures.
3. Solicit contributions of anything that would aid in this endeavor.
4. Develop means of communicating historical information to the Church family and other interested parties.
5. Identify places for storage and, when appropriate, display of historical artifacts, photographs, documents, *etc.*
6. Coordinate gathering and retention of materials with staff and teams.

### **TEAM PERFORMANCE;**

As needed, but not less frequently than once a year, 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:**

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 six to twelve 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. 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 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 28, 2008 and shall govern the operation of the Team hereafter.