

## LIBRARY TEAM\_CHARTER, POLICIES and PROCEDURES

### MISSION:

*The Library Team, hereafter called the Team, shall provide media resources based on the truths provided in God's word, prepare God's people for service, uphold the missions, ministries and support programs of the Church; teach Christian values and principles; and lead to the attainment of the fullness of Christ.*

### FUNCTIONS:

*The duties of the Team shall include the following: assist the Church librarian in administrative functions as directed, give assistance and guidance to the church librarian in planning and programming for the library, assist the librarian in accomplishing the library mission statement.*

### 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 body.*

### TEAM LEADER:

*The Team Leader shall be nominated by the Ministry Matching Team after consultation with the Librarian 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 suggested that the Ministry Matching Team recommend 15 or more members to serve on the team as needed to assure that enough volunteers are available to work in the library. 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 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. 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 June 28, 2008 and shall govern the operation of the Team hereafter.*

**LIBRARY TEAM**  
**MEETING SCHEDULE AND PRIMARY AGENDA ITEMS**  
**ADDENDUM**

*The annual meeting schedule and primary agendas for such meetings are described below.*

**DATE**                      **PRIMARY AGENDA**

*All meetings*

*October*

*November*

*December*

*January*

*February*

*March*

*April*

*May*

*June*

*July*

*August*

*September*

(NAME OF TEAM)  
ADDITIONAL POLICIES AND PROCEDURES  
ADDENDUM