

## STAFF APPRECIATION TEAM CHARTER, POLICIES and PROCEDURES

### MISSION:

The Staff Appreciation Team, hereafter called the Team, shall provide monthly and birthday appreciation to all TBC Staff through creative themes using scripture and treats.

### FUNCTIONS:

The duties of the Team shall include the following:

1. show appreciation and love to our TBC staff
2. devise and create a yearly plan for staff appreciation, including scripture and treats
3. divide monthly treat assignments among the members for preparation and delivery
4. provide one luncheon for TBC staff sometime within the year.
5. provide pies to every TBC staff member for Thanksgiving.
6. provide a special birthday treat for each TBC staff member.

### 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 and approved by the Church. The Team Leader will plan and organize the yearly treats. 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 10 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 on at least 7 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.

**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 29, 2008, and shall govern the operation of the Team hereafter.

**STAFF APPRECIATION TEAM MEETING SCHEDULE AND PRIMARY AGENDA ITEMS  
ADDENDUM**

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

<u>DATE</u>	<u>PRIMARY AGENDA</u>
All meetings	as needed. Bday treats given at 1 <sup>st</sup> of each Bday month. TBC Staff luncheon planned for one time during year
October	October treat and tag
November	November treat, tag and pies
December	December treat and tag
January	January treat and tag
February	February treat and tag
March	March treat and tag

April	April treat and tag
May	May treat and tag and luncheon
June	June treat and tag
July	July treat and tag
August	August treat and tag TL creates and plans the yearly theme, tags and treats
September	September treat and tag organizational meeting with whole team to divide up the months for preparation and delivery in the new church year.

ADDITIONAL POLICIES AND PROCEDURES  
ADDENDUM