

## OUTREACH TEAM CHARTER, POLICIES and PROCEDURES

### MISSION:

The Outreach Team, hereafter called the Team, shall envision, implement and encourage creative outreach ideas for all areas of TBC.

### FUNCTIONS:

The duties of the Team shall include the following:

1. involve all of TBC in various outreach ideas and activities
2. create an 'outreach mindset' at TBC
3. provide a representative for the Team from every TBC Sunday School department
4. communicate with TBC Sunday School representatives regarding all outreach opportunities
5. develop and support outreach activities within the community
6. communicate with TBC marketing staff member to coordinate marketing efforts with outreach initiatives
7. provide a representative to sit on the D&E Team to facilitate cross-team communication and awareness
8. support and assist all outreach activities at TBC campuses (main campus & Tripoint)
9. write an article for the TBC Trumpet, if desired

### 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.

### TEAM LEADER:

The Team Leader shall be nominated by the Ministry Matching Team and approved by the church. The Team Leader will schedule and lead each meeting. 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:

The membership of the Team shall include no fewer than 5 members, representing an array of Sunday School departments and ages. 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 at a Business Meeting on May 7, 2017 and to be effective Approved and shall govern the operation of the Team hereafter.

## OUTREACH 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	
October	
November	
December	No Meeting
January	
February	TBC Souper Bowl Sunday canned food drive
March	
April	
May	
June	
July	No Meeting
August	
September	

ADDITIONAL POLICIES AND PROCEDURES  
ADDENDUM

Approved at Business Meeting May 7, 2017