

MINISTRY MATCHING TEAM CHARTER, POLICIES and PROCEDURES
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PREAMBLE:

This Charter shall constitute the policies and procedures of the Ministry Matching Team and in the event of any conflict with the Bylaws, the Bylaws shall govern.

SCOPE AND PURPOSE:

The Ministry Matching Team (the "Team") shall serve as nominating team for all ministry teams, search teams, and team leaders/chairs to be elected by the Church and to remove such persons if in the best interest of the Church or the proper functioning of the applicable team unless otherwise ordered by the Bylaws or the Church.

FUNCTIONS:

The duties of the Team shall include the following:

1. Serve as nominating team for all ministry teams, search teams, and team leaders/chairs to be elected by the Church, including vacancies, unless otherwise ordered by the Bylaws or the Church.
2. Accept nominations for Trustee At-Large positions from any Church member, make additional nominations as the Team shall determine appropriate and evaluate the qualifications of all candidates, as established in the Bylaws, to stand for election and serve as a Trustee.
3. Administer the election of At-Large Trustees by the Church.
4. Remove any team leader or member if in the best interest of the Church or the proper functioning of the team.
5. Establish procedures for formation of teams and guidelines for the selection of nominees.
6. Consult with the Trustees as requested.

OTHER POLICIES AND PROCEDURES:

Any other policies and procedures of the Team are attached hereto by addendum and incorporated herein for all purposes.

TEAM PERFORMANCE:

As needed, but not less frequently than once a year, review and recommend changes to the Team charter and addendum for approval by the Church.

DURATION:

The Team shall continue in existence until dissolved by amendment of the Bylaws.

TEAM LEADER:

The Team Leader shall be nominated by the Trustees and elected by the Church and shall preside at all Team meetings. The Team Leader may be removed as Team Leader by the Trustees. If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to preside at the meeting. The Team Leader may be recommended by the Ministry Matching Team to the Trustees.

TEAM MEMBERSHIP:

Members of the Ministry Matching Team shall be elected by the Church. The size of the team shall be a minimum of 7 members and additional members if determined by the Trustees necessary to efficiently and effectively nominate members for each ministry Team of the Church. Members shall be nominated by the Trustees with a view of being generally representative of the diversity of the Church membership. The Trustees may remove any member of the Ministry Matching Team if in the best interest of the Church or the proper functioning of the Team.

MEETINGS:

1. A meeting of the Team may be called at any time 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 five days prior to the meeting.
2. The Team's meeting schedule with primary agenda items is attached hereto as an addendum. Changes to the schedule or agenda items addendum may occur with the approval of the Trustees. Upon any such change, the Team Charter will be promptly updated to reflect the new addendum.
3. A majority of the members of the Team shall constitute a quorum for the transaction of Team business.
4. 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.
5. The Team Leader of the Lay Ministry Team or another member of the Lay Ministry Team designated by such Team Leader shall serve as a liaison of the Lay Ministry Team to the Ministry Matching Team to facilitate mutual support and communication between the two teams.

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 August 26, 2018, and shall govern the operation of the Team hereafter.

**MINISTRY MATCHING TEAM
ADDITIONAL POLICIES AND PROCEDURES
ADDENDUMS**

1. Meeting Schedule and Primary Agendum Items
2. Procedures for Formation of Teams
3. Guidelines for Team Selection
4. Replacement Ministry Team Member Approval Process
5. Search Team Guidelines
6. At-Large Trustee Election Procedures.

**MINISTRY MATCHING TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM 1**

DATE

PRIMARY AGENDA

MMT year runs from March/April to the following March/April when the new MMT is elected by the Church.

March/April	Trustees select MMT leader and members and present to Church as a slate for approval at a called Business Meeting.
June	Organizational meeting of MMT, election of MMT secretary, signing of Confidentiality Statement by all members.
June-September	Team meetings as needed to complete matching of ministry teams and team leaders for recommendation to Church at Annual Meeting. Receive nominations and make additional nominations for At-Large Trustees in accordance with Church Bylaws.
September	Present draft of Ministry Team Roster to Trustees for their review and endorsement at a Trustee meeting prior to Annual Meeting. Annual Meeting: Present completed Ministry Team Roster to Church for approval, administer At-Large Trustee election in accordance with Church Bylaws.
Additional meetings	Recommendations for filling of vacancies or removal of individuals from a team or as team leader, as necessary. Formation of a search team as necessary.

**MINISTRY MATCHING TEAM
PROCEDURES FOR FORMATION OF TEAMS
ADDENDUM 2**

1. Review the summary for the Teams you have been assigned.
2. Contact the Church Staff Liaison responsible for each of your Teams and the Current Team Leader(s). *Reference the Discussion outline.*
3. Current Team Leader
 - o Contact the Current Team Leader to see if he or she is willing to serve and who currently on their team is willing to continue serving

- See criteria for limitations on terms of service
 - Prospective Team Leader
 - Advise the Prospective Team Leader that the Ministry Matching Team and the church body must approve all selections.
 - Review with the Prospective Team Leader the names of those who have volunteered for membership on that team and those discussed in #2 above.
4. Once the MMT has chosen the Prospective Team Leader contact the individual and discuss their recommendations for next year's roster if not already completed per item #3 above.
 5. Contact the recommended New Team Members you discussed in #2, #3, and #4 above to confirm their service on that particular team. If there are individuals who signed up for your team, but are not included on the proposed roster, contact them and determine another team in which they may be interested in serving.
 6. Report your recommendations to the Ministry Matching Team for their consent and tentative approval of the team members. If time permits, email the proposed roster to the staff liaison prior to the next meeting.
 - a. Confirm that you have checked that all proposed members are members of the Church, if applicable.
 - b. Confirm that the team roster contains one or more persons who can be selected as team leader next year and that you have discussed this with the staff liaison and team leader.
 - c. Report on all persons who volunteered for the team but who are not included on the proposed roster.
 - d. Discuss any inconsistencies with the Guidelines for Selection of Team Leader and Members.
 7. All teams will be considered tentative until the final report to the church is approved at the Business Meeting in September.
 8. All teams will be commissioned in October.

**MINISTRY MATCHING TEAM
GUIDELINES FOR TEAM SELECTION
ADDENDUM 3**

1. **Service as a team leader** is generally limited to two years. Extension of service as team leader may be considered on a case-by-case basis. A stricter guideline for extended service is applied to leadership of administrative teams.
2. **Service as a member of an administrative or policy-making team is generally limited to five years.** Extension of service may be considered if qualified volunteers are not available. A team member with a conflict of interest, real or apparent, regarding any issue before the team should disclose the conflict and be excused from deliberations, voting, and other actions bearing on the issue. In the selection of team members of any administrative or policy-making team, consideration should be given to avoiding the concentration of votes in any one family.
3. No one should serve as **team leader** of more than one team.
4. The **preference for a new team leader** is someone currently serving on the team.
5. Because of the importance of the role of Team Leader and their interaction with Staff and Trustees, it is suggested that **nominees for Team Leaders each year be discussed with the Senior Pastor and the Chair of the Trustees** to discern any special input that Staff or the Trustees might want to make, recognizing that their input is only advisory.
6. **Church membership** is generally not required to serve on a ministry team except for teams designated by the Lay Ministry Team. Members of the Finance and Personnel Teams must have been members of the Church for at least one year.
7. Every effort should be made to **match individuals with their ministry preferences and gifts and skills.**
8. **Team size** should generally be limited to the minimum needed for efficiency and effectiveness. Discuss team preferences with the prospective team leader, the staff liaison, and the current team leader. The Finance and Personnel Teams shall each consist of seven members.

9. In **approaching a prospective team leader**, explain the guidelines and the team structure, ask if the individual would be willing to serve as team leader, and explain that nominations are subject to approval by the Ministry Matching Team and by the Church at the annual meeting.
10. Upon selection of the team leader and resolution of the size of the team, begin **calling individuals who have indicated a desire to serve and have been initially reviewed by the MMT**. Explain that nominations are subject to approval by the Ministry Matching Team and by the Church at the annual meeting. Upon approval, team members will be contacted by the team leader to begin service on the team. **Commissioning services will be held.**
11. **Everyone indicating a desire to serve on a team *must* be contacted.** If the team has already reached its capacity, advise the volunteer about the size limitations and suggest other ministry areas that may be of interest. If another ministry is of interest, alert the MMT member assigned to that team for follow-up contact.

**Above all, we do not want to turn away anyone who has indicated a desire to serve.
There is a place at Trinity Baptist Church for all to serve.**

MINISTRY MATCHING TEAM (MMT)
REPLACEMENT MINISTRY TEAM MEMBER APPROVAL PROCESS
ADDENDUM 4

1. MMT shall source additional and/or replacement team member(s) as notified by Team Leaders throughout the fiscal year.
2. MMT shall present prospective team member names to Staff Liaison for review and confirmation.
3. MMT shall submit prospective team member names to Trustees for interim approval.
4. After Trustee approval, new team member(s) will serve with voting rights under the assumption of future ratification by the church.
5. MMT shall present prospective team member names to church for final vote at next regular church business meeting.

MINISTRY MATCHING TEAM (MMT)

SEARCH TEAM GUIDELINES

ADDENDUM 5

Search Team Selection:

1. MMT shall serve as the nominating team for all search teams established to find candidates for pastoral staff positions other than the Senior Pastor.
2. Church membership is required to serve on a search team.
3. Individuals serving on the Search Team should be individuals generally recognized as spiritually mature and faithful in service to, and support of, the Church, its mission and activities. Input regarding potential search team members should be sought from the Senior Pastor and other staff persons who may be in a supervisory role with respect to the position to be filled, as well as feedback from any specifically relevant lay Team Leaders.
4. Search Team composition shall be as representative of the total church demographics as possible, focusing on those with specific knowledge and/or passion about the role of the new staff member to be filled.
5. Search Team size shall be no less than five members, and should generally be limited to the minimum needed for efficiency and effectiveness. If a vacancy shall occur, MMT shall exercise its judgment whether or not to fill the vacancy in the best interest of the Church without regard to the resulting size of the Search Team.
6. Search Team members nominated by MMT shall be presented to the Church for election along with specific definition of the Search Team's task. Members of the Search Team shall serve until the work of the Team is completed.

Senior Pastor and Business Administrator Roles in Preparation for Search Team:

1. Develop comprehensive job description in conjunction with Personnel Team, and/or the relevant lay ministry team for the desired position.
2. Determine appropriate salary range and benefit guidance consistent with Personnel Team guidelines.
3. Establish target start date of the new staff member and propose operating timeline targets for the Search Team.
4. Determine amount of any operating budget for Search Team activities, including travel, advertising, etc. to enable an effective candidate search.
5. Prepare job announcement posting. Identify and utilize appropriate employment advertising venues.
6. Senior Pastor shall provide guidance either directly to the Search Team or shall appoint a specific staff liaison to operate on his/her behalf.

Search Team Operating Guidelines:

1. The Search Team shall meet with Senior Pastor and/or staff designee and/or relevant lay Team Leader for initial guidance. Collect predetermined information regarding position description, salary range, benefits, and Search Team operating budget.

2. The Search Team shall elect their own Team Leader from the team members and develop an operating plan.
3. The Search Team shall seek out, interview, and choose candidates for consideration.
4. The Search Team may seek input at such times and from such persons as it may desire, including using specifically relevant lay teams as resources of knowledge and referral.
5. The Search Team shall refer final candidate(s) to the Personnel Team for a human resource elements-focused screening interview and/or background check process.
6. After Personnel Team verification of candidate eligibility, the Search Team, with the Senior Pastor's concurrence, shall present their final candidate to the Deacon Council and Trustees for support.
7. The Search Team shall have no authority to extend an offer of employment or make any other financial commitment to any candidate.
8. Any offer of employment shall come from the Senior Pastor or his/her staff delegate in consultation with the Business Administrator. Negotiation of salary and other benefits/conditions of employment and other legal or policy requirements or conditions for extending an offer shall be the responsibility of the Senior Pastor or his staff delegate consistent with Personnel Team approved guidelines.
9. The Search Team shall present its recommended candidate for an Executive Staff position to the Church for its approval including a report of any endorsement or reservation of the Personnel Team, Deacon Council and Trustees.

AT-LARGE TRUSTEE ELECTION ADDENDUM 6

It is the responsibility of the MMT to administer the At-Large Trustee election each year at the Annual Meeting in September. There are several steps to doing this.

1. All MMT members should read and familiarize themselves with the Church Bylaws, Article VII, Sections 2 through 4 which discuss the Number, Election, Term of Office, Nomination process and the Qualifications of At-Large Trustees.

2.. Review the At-Large Trustee rotation schedule (Trustee Secretary can provide you with this) and determine which At-Large Trustees will be rotating off for the upcoming year. This will be due to term limits (no more than four consecutive years) of service or at the request of the Trustee.

If the Trustee is eligible to run for another term, assign a MMT member to contact that Trustee and see if he/she is willing to be nominated for another two-year term. If they would like to be nominated again, ask them if they know of someone who would be willing to nominate them at the Nominations Meeting in August. Otherwise, arrange for a MMT member who will be attending the meeting to nominate that Trustee. Continuity is important on the Trustee council so if an existing At-Large Trustee is willing to be nominated for another term, that's usually desirable.

3. MMT also should provide that the congregation has enough notice to take additional nominations from the floor at the Nomination Meeting. There should be nominations of at least "two more than the number of vacancies". MMT should give notice to the congregation for two weeks in advance of the Nominations Meeting to encourage as much participation from the congregation as possible. In addition to putting the Nominations Meeting on the agenda, it should be noted in the Order of Worship and other prominent places (bulletin boards, electronic screens, etc.) and announced in Sunday School classes, etc. that At-Large Trustees will be nominated at the August meeting.

4. Nomination Forms (sample attached to this Addendum) should be prominently placed around the Church campus and also on the website. All At-Large Trustee nominees need to complete this form and have their photo taken for the church website by the conclusion of the Nomination Meeting. This allows the congregation to see who the candidates are and read some background information about each. This information should be posted on the Church website within two days after the Nominations Meeting.

5. Nominations Meeting - the MMT Chair should call for any nominations from the floor. The person making the nomination should state their name and the name they are placing into nomination. They should also state that they have the permission of the nominee to make the nomination. After the congregation has submitted their nominations, the MMT may make additional nominations. These should previously have been vetted for any conflicts and also reviewed with the Senior Pastor as a courtesy. MMT should have the advance permission of any of its nominees.

6. Immediately following the Nominations Meeting, the MMT should make sure each candidate has completed the Nomination form and arranged for a photo to be taken of each nominee. The MMT should then vet each application to make sure there are no contradictions with Article VII, Section 2 the Bylaws. If there are none, then the names, bios and photos should be placed on the

Church website and posted at other prominent places throughout the Church campus in accordance with Article VII, Section 3 of the Bylaws.

7. At the Annual Business Meeting, the MMT shall conduct the At-Large Trustee election in accordance with Article VII, Section 3.c. of the Bylaws.

8. After the voting has been completed, members of the MMT count the ballots and keep a written record of the voting. It works well to have at least six members of the MMT counting, plus the staff liaison or administrative assistant to assist in record keeping. In the event of a Tie Vote, the MMT shall break the tie in accordance with Article IV, Section 2.g. of the Bylaws.

9. Results of the vote are posted on the Church website and announced in prominent places in the Church publications. The results should not be announced in the Business Meeting, if it is still ongoing.

TRUSTEE NOMINEE QUESTIONNAIRE
(AVAILABLE ON THE TBC WEBSITE)

Full Name: _____

Date of Birth: _____

Spouses Name: _____

Number of Children and Ages:

TBC Member Since What Year? _____

Current Ministries Served:

Prior Ministries Served

Please List your Education/Training

Please list your Work/Community or other Experience

What best qualifies you to serve as a Trustee?