

TRUSTEE CHARTER, POLICIES and PROCEDURES
APPROVED AT CHURCH VOTE 8/25/19

PREAMBLE

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

Section 1

Scope and Purpose

The Trustees facilitate the planning, coordination and communication of Church affairs. The Trustees shall assist the Senior Pastor and the Church in: defining the vision or mission of the Church, planning and coordinating the activities of the Church; reviewing the scope of the various Church Teams for gaps or overlap of responsibilities; serving as trustees for Church assets; and reviewing and evaluating the Senior Pastor.

Section 2

Duties and Responsibilities

A. Pursuant to Article VII Section 1 of the Church Bylaws, the Trustees shall facilitate the planning, coordination and communication of Church affairs. Article VII Section 1.a-l limits the authority of the Trustees to the functions set forth below:

1. To assist the Senior Pastor and the Church in the defining of the vision or mission of the Church.
2. To help the Senior Pastor and the Church develop a purpose-based, mission-driven continuous planning process which formulates objectives, sets priorities, allocates resources, and evaluates achievements.
3. To recommend to the Church, with the assistance of the Lay Ministry Team, the establishment and scope of Ministry Teams needed and the dissolution or consolidation of Ministry Teams, as appropriate.
4. To review, with the assistance of the Governance Team, the charters, policies and procedures, required by Article V, VI (Deacons) and VIII (Teams) of the Bylaws, for the Deacon Council and all Teams for any gaps and overlaps in their respective scopes of responsibilities and compliance with the Church Governance Documents and to recommend appropriate changes to such charters, policies and procedures to the Church.
5. To provide consultation, evaluation and recommendations on such personnel issues concerning the ministerial staff as may from time to time be referred to them for consideration by the Senior Pastor or the Personnel Team to provide input on any individuals to be recommended to the Church for hiring.

6. To serve as a wisdom council for the Senior Pastor through the functioning of the Pastor Relations Team, in furtherance of Article VII Section 1.f. of the Bylaws. The Pastor Relations Team of the Trustees and the Senior Pastor shall meet periodically during the year to review the Church's strategic development, the Annual Ministry Plan and the Senior Pastor's leadership, as set forth in Appendix C. A change to this APPENDIX C requires only the approval of the Trustees.
 7. To execute deeds, deeds of trust, mortgages, promissory notes, or other pecuniary obligations, only by the direction of the Church membership, and such instruments, when so directed by the Church, shall be signed by the Chair of the Trustees or another member of the Trustees designated by the Trustees, and attested to by the Clerk.
 8. To hold legal title to properties of the Church and discharge the functions vested in them currently by these Bylaws.
 9. To recommend to the Deacon Council and the Church one or more persons or Teams to handle the responsibilities of the Senior Pastor, as set forth in these Bylaws, during any period the Church is without a Senior Pastor.
 10. To nominate Ministry Matching Team members to be elected by the Church consistent with the guidelines set forth in Appendix E attached hereto and to remove any member of the Ministry Matching Team if in the best interest of the Church, or the proper functioning of the Ministry Matching Team .
 11. To carry out the duties set forth in Article V, Section 2, (see below) with respect to the election or removal of Church officers and to consult with, and receive information and reports of progress from the Personnel, Finance, and other Teams of the Church as provided by Article VIII, Section 4 (see below).
 12. To oversee the election of the Deacon Nominating Team (DNT) in accordance with Appendix F attached hereto.
 13. To carry out such duties as may be required by the laws of the State of Texas as limited herein or as specifically delegated by the Church.
- B. 1. The Trustees shall perform their function under Section A.2 above, by communicating regularly with the Senior Pastor, Staff, Deacon Council, Standing Teams of the Church (i.e. Discipleship and Education, Facilities, Finance, Governance, Lay Ministry, Ministry Matching, Missions, Music and Worship and Personnel), other Teams of the church, and with the congregation through Town Hall meetings and other communication forums.

2. Pursuant to Article V Section 2 of the Bylaws, the Trustees shall have the following duties with respect to the removal of the following officers:
 - a. Senior Pastor. To remove the Senior Pastor, the Trustees and Personnel Team must jointly recommend such removal to the Church, and the Church may act upon such recommendation by a majority vote.
 - b. Chair of the Trustees. The Trustees may remove their Chair with a majority vote.
 - c. Clerk. Upon the recommendation of the Ministry Matching Team, the Trustees may remove a Clerk by majority vote.
3. The Trustees will consult with, and receive plans and reports from the Standing Teams and other teams of the Church as may be requested or necessary to facilitate the work of the Church. All Administrative Teams will be requested to submit to the Trustees a year-end report of the work of their team stating any goals or objectives that were completed, in progress, or were not met for the past year.

Section 3 Trustee Meetings

1. Pursuant to Article VII Section 6 of the Church Bylaws meetings requirements are as follows:
 - a. Regular Meetings. Regular meetings shall be held at least ten times a year for the transaction of any and all duties of the Trustees. Such meetings shall be scheduled by the Chair of the Trustees or any two other Trustees.
 - b. Special Meetings. Special meetings may be called for the transaction of any duties of any emergency nature or special importance by the Chair of the Trustees or any two officers of the Trustees. Only items identified in the meeting notice may be addressed in the Special Meeting.
 - c. Quorum/Members Eligible to Vote. Except as otherwise provided in Section 1f of this Article, all thirteen Trustees have the right to vote on matters brought before the Trustees and count toward the determination of a quorum. Seven Trustees shall constitute a quorum for all purposes.
 - d. Notice. Notice of the time and place of each regular meeting shall be posted conspicuously on the Church internet site at least seven days prior to each regular meeting and provided at the worship service immediately preceding such meeting. Notice of each special meeting, shall (i) be posted on the home page of the Church's internet web site at least five days prior to such special meeting; (ii) include the time, place and purpose of the meeting; and (iii) be provided at all regular worship services subsequent to posting on the Church

internet site and prior to the time of such meeting. If the special business meeting is of an emergency nature the foregoing required notice period shall be reduced to at least two days.

2. The date and time of regular meetings will be determined at the first Trustees meeting of each Church year. The Trustees' meeting schedule with suggested primary agenda items is attached hereto as APPENDIX A. A change to this APPENDIX A requires only the approval of the Trustees.. The agenda for all regular meetings shall be prepared by the Trustee Secretary and submitted for posting timely on the Church website. The agenda of every regular meeting is submitted by the Secretary and approved by the Chair or Vice Chair, with input from the Senior Pastor. A Trustee desiring to add additional agenda items may submit additions to the Trustee Secretary until such time as the meeting is called to order.

3. All Trustee meetings shall be open to staff members, Church members and invited guests, except for those matters which may require an executive session. Participation in Trustee deliberations, however, shall only be by invitation of the Trustees. Oral presentations relating to an item on the agenda shall be heard before a vote is called on the item.

4. In order to coordinate the flow of information between the staff, Teams, Deacons and congregation, the Trustees may request from time to time reports from the staff and Teams and make recommendations to the Teams, staff and congregation as needed in the judgment of the Trustees.

5. A member of the congregation who desires to address the Trustees may do so by appearing in person at any regular meeting of the Trustees, signing in at the beginning of the meeting giving the person's name and matter to be discussed, and waiting to be recognized to speak when "New Business" is presented on the agenda. When recognized by the Trustee Chair, the member will have a designated amount of time, determined by the Trustee Chair, to address the Trustees at the meeting. The Trustees will listen to the matter as input, and will follow-up and respond back to the member directly or at an upcoming meeting.

Section 4 Business and Town Hall Meetings

A. Pursuant to Article IV, Section 1.b. Town Hall meetings, moderated by the Chair of the Trustees, shall be held on a periodic basis to facilitate communication with the Church membership.

B. Notice of Town Hall meetings shall be submitted by the Trustee Secretary and posted on the Church website and newsletter and at other prominent places on the Church campus at least ten (10) days prior to the meeting, including the time and place for the meeting. Specific agenda or discussion items will also be

posted on the notice. The agenda shall be set by the Trustee Chair after considering input from the Senior Pastor, Pastoral Staff, Trustees, ministry teams, and members.

Section 2 Church Business Meetings

- A. As set forth in Church Bylaws Article IV Section 2.A. Regular business meetings shall be held as needed but no less than twice yearly for the transaction of any and all business and shall be scheduled by the Senior Pastor or the Chair of the Trustees.

The agenda for Business Meetings shall be determined by the Trustee Chair, with input from the Senior Pastor, Pastoral Staff, Trustees and ministry teams, as appropriate and posted on the Church website and newsletter at least ten (10) days prior to the meeting, including the time and place for the meeting. Notice of Business Meetings shall be submitted by the Trustee Secretary in accordance with: Article IV, Section 2.f. as follows:

Notice of the time and place of each regular business meeting shall (i) be provided at all regular worship services beginning ten days prior to the time of such meeting; and (ii) be posted on the home page of the Church internet site at least ten days prior to each such regular business meeting. Notice of the time and place of the annual business meeting shall (i) be provided at all worship services beginning thirty days prior to such meeting; and (ii) be posted on the home page of the Church internet site at least thirty days prior to the annual business meeting. Unless different notice requirements are provided elsewhere in these Bylaws, notice of each special business meeting shall: (i) be posted on the home page of the Church's internet web site at least seven days prior to such special business meeting; (ii) include the time, place and purpose of the meeting and (iii) be provided at all regular worship services, subsequent to posting on the Church's internet website and prior to the meeting. If the special business meeting is of an emergency nature the foregoing required notice period shall be reduced to at least three days.

- B. Annual Business Meetings. The annual business meeting shall be held in September for the purpose of adopting the Church Budget, electing Church Officers, Church Teams, Christian Education leadership, members of the Deacon Council and any other business which may come before the church.
- C. Special Business Meetings. Special business meetings may be called for the transaction of business of an emergency nature or special importance by the Senior Pastor, the Chair of the Trustees or an officer of the Deacon Council. No business except that for which the special business meeting was called may be transacted

Section 5
Church Membership Initiatives

1. If a member of the Church or ministry team has a suggestion or proposal regarding the Church's overall mission and vision, they should contact a Trustee, who will place them on the Trustee meeting agenda.
2. The Trustees will consider the member's proposal and give him/her timely feedback concerning the action taken. The Trustees will engage ministry teams and staff, as appropriate, prior to providing feedback to the originating party.
3. In the event the member is not satisfied with the recommendation of the Trustees, the member may appeal the decision to the congregation.
4. Ideas for the establishment of new ministries shall be presented to the Lay Ministry Team or other appropriate team consistent with its policies and procedures. The Lay Ministry Team will work with the originating party (whether staff or church member) to develop clear objectives and a plan of action. The Lay Ministry Team will interface with staff and the Trustees for approval and recommendation to the Church.

Section 6
Membership

A, Pursuant to Article VII of the Church Bylaws, the Trustees shall consist of thirteen members, composed of six ex officio positions and seven elected from the Church membership at large. The six ex officio positions are as follows:

- a. Senior Pastor
- b. Chair of the Deacon Council
- c. Team Leader of the Lay Ministry Team
- d. Team Leader of the Missions Team
- e. Team Leader of the Discipleship and Education Team
- f. Team Leader of the Music and Worship Team.

Article VII further provides as follows: The seven at-large Church members shall serve staggered two year terms. No member of the Trustees may serve on the Ministry Matching Team or any Pastor or Minister Search Team. No Trustee shall be an immediate family member of any other Trustee. If the election of any candidate for an ex-officio or at-large Trustee position would result in a violation of the preceding sentence, then in order for such candidate to qualify for nomination, the candidate and such immediate family member of such candidate must declare prior to the election the manner in which such violation will be avoided. "Immediate family" for purposes of these bylaws is defined as a person's spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, father, mother, father-in-

law or mother-in-law. The maximum consecutive terms that any individual, other than the Senior Pastor, may serve as a Trustee shall be through the term during which such individual shall have served four consecutive years. Such individual must then wait at least one year before again being qualified to serve as a Trustee.

B. Pursuant to Article VII Section 5. of the Church Bylaws the Church may remove any Trustee with a majority vote of the members present and voting at a Special Business Meeting. The Trustees may also remove any Trustee for cause with a vote of at least nine Trustees. Vacancies in any At-large position shall be filled by the Church in the manner set forth in this Article VII for election of At-large members.

Section 7. Trustee Officers

A. Pursuant to Church Bylaws Article VII, Section 7 the Trustees shall elect annually a Chair, Vice Chair, Secretary and other officers in accordance with the Trustee's policies and procedures as set forth in Appendix D herein. A change to this APPENDIX D requires only the approval of the Trustees. Bylaws Article V Section 2.b. specifically provides with respect to the Chair as follows:

- a. the Trustees shall elect a Chair from among their membership.
- b. The Chair may not be the Senior Pastor or any other member of the Church Staff.
- c. The Trustees may fill a vacancy in the Chair or remove their Chair with a majority vote.

B. Such officers shall serve until the earlier of (i) their term as Trustee expires or (ii) the next election of officers.

C. The current Trustee Chair shall preside during the new officer election. In the absence of a Trustee Chair, any other current officer may preside over the election. In the absence of any current officers, the Trustees shall elect a Trustee to preside over the election. The presiding Trustee will accept nominations from the Trustees present for the first elected office of Trustee Chair. If there is more than one nomination for Trustee Chair, then the election shall be conducted by a ballot vote. The Trustee Chair shall appoint a teller committee from among the Trustees to count the ballots. This same election procedure shall be conducted in the same manner for the election of Vice Chair and Secretary.

D. In order to assure an orderly transition of leadership, the election of Trustee officers shall be held at the first meeting of each Church year. To better equip individual Trustees to determine their choice for the various offices or their willingness to accept nomination for any such office, the qualifications, as described in APPENDIX B are recommended for the consideration by each

Trustee. A change to this APPENDIX B requires only the approval of the Trustees.

E. Article V Section 3, b. of the Church Bylaws provides that the Chair of the Trustees shall preside at all meetings of the Trustees,

F. If the Chair is unable to attend a Trustee or Town Hall meeting, the Vice Chair shall preside or moderate the meeting instead of the Chair. In the absence of the Vice Chair, the Secretary shall call the meeting to order and those Trustees present shall elect another Trustee to preside at or moderate the meeting.

Section 8 Minutes and Reports

The Secretary shall keep minutes of all Trustee meetings and shall provide to the Trustees the unapproved minutes before the next regular meeting. The approved minutes shall be filed with the Church Administrator. Approved minutes or a summary thereof shall be posted on the Church website with copies of the approved minutes available through the Church Administrator's office. The Secretary will serve as the repository for the Trustee Charter, Policies and Procedures, agendas, minutes, reports and other communications with the Church, with copies of these documents also available in the Church Administrator's office. The Secretary, in coordination with the Church Administrator's office, will prepare the Notices and Agendas for all Business Meetings and Town Hall meetings in accordance with the notice requirements contained in the Bylaws. The records of the Trustees will be delivered to the Church Administrator to be retained in accordance with the retention policy established by the Church. The Trustee Officers may authorize the creation and distribution of reports or position papers as appropriate.

Section 9 Team Performance

The Trustees with input offered from the Church membership shall review at least annually the performance of the Trustees. As provided in Article V Section 5, the Trustees will also review as needed but not less than once a year the Team Charter and addendum and recommend any needed changes to the Church for approval.

Section 10 Duration

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

EFFECTIVE DATE: This charter was approved by the Church to be effective August 23, 2015, and shall govern the operation of the Team hereafter.

Revisions approved by Church on 8/23/15

APPENDIX A
Trustees' Meeting Schedule and Primary Agenda Items

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

<u>DATE</u>	<u>PRIMARY AGENDA</u>
Meetings	Currently scheduled the first Monday of each month.
October	Elect Trustee officers, determine meeting days/times; Calendar Business Meetings for the year, execute Trustee Confidentiality Agreement ; Request from all Standing Team chairs their team's Ministry and Stewardship Plans for the upcoming Church year. Chair establishes the Trustee Pastor Relations Team to serve as a wisdom council for the Senior Pastor as outlined in the attached Appendix C The Pastor Relations Team.
November	
December	
January	Include on the agenda for the first Church Business Meeting of the calendar year, election of a Deacon Nominating Team in accordance with procedures set forth in Appendix F to the Trustee Charter, Policies and Procedures.
February	
March	Vote on proposed nominees for Ministry Matching Team Chair for recommendation to Church. Encourage staff, through the Senior Pastor to begin work on church-wide Ministry Plan for next Church year beginning in October.
April	Approve the Ministry Matching Team slate for approval by the Church.
May	
June	Bulk of Ministry Plan work should be completed. Schedule a mid-June joint meeting of Trustees, Staff, Personnel, Finance and Stewardship Team to communicate first draft of the Ministry Plan.

- June/July The Chair of the PRT communicates to the Team Leader of the Personnel Team, the decision of the PRT regarding the compensation and benefits of the Senior Pastor for the next Church year
- July Staff, Finance and Stewardship Teams continue to refine Ministry Plan so that by the end of the month the plan has been prioritized and decisions made. Second draft of plan should be presented to joint Trustee meeting at end of July or beginning of August.
- Trustees review their outstanding Action Items so that they may be concluded as appropriate before the end of the Church year. Trustees also review the upcoming Rotation Schedule of outgoing Trustees.
- August Request all Team chairs to submit their Team's Year-End report stating any goals or objectives that were achieved and those that were not met for the past year. Review at least annually any changes to the Policies & Procedures for teams and recommend to Church for approval.
- Ministry Plan is completed and ready for presentation to Trustees and Deacons for affirmation and presentation to the Church through a Town Hall meeting.
- Prepare and publish survey soliciting congregation evaluation of Trustee performance.
- September Prepare and set agenda for Annual Business Meeting to include notice of pending election of the DNT at the first business meeting of the next calendar year;
- Ministry Plan is adopted by the Church at Annual Meeting.

APPENDIX B
Qualifications for consideration for Trustee Officers

I. Considerations for Serving as Trustee Chair:

A. General Responsibilities:

- Facilitates Trustee meetings
- Serve as Chair of the Pastor Relations Team as outlined in APPENDIX C
- Initiates substantive discussions on key issues with Pastor and responds to such requests from the Pastor and staff leaders
- Interacts regularly with other key teams on key issues
- Moderates Town Hall meetings.
- Responds to a multitude of special requests from the congregation and staff

Works with Trustee officer group and Senior Pastor to collectively:

- Set Meeting agendas
- Set Team objectives and work plans
- Assure that the Ministry Plan effort is scheduled and is being executed
- Provide input to the Pastoral staff
- Assure that congregational “hot buttons” are surfaced and dealt with

B. Additional Considerations:

- Time Commitment – Willing to spend time in the function, sometimes when not convenient. Estimate: Approximately 10-20 hours monthly for various involvements, in addition to meetings each month.

C. Personal Skills & Qualities:

- Leadership Ability – Able to facilitate meetings involving other capable leaders in collegial fashion. Willing to share and delegate responsibility among Trustees. Able to deal effectively with conflict in Christian manner. Effective delegator. Able to lead, without directing or dictating. Able to facilitate groups to make decisions and execute on them. Able and willing to work effectively, as an equal peer, with other team leaders at TBC. Able to work well as peers with Trustee Officer Leadership group.
- Communication – Capable in conducting communication with groups and comfortable making presentation to groups. Strong advocate for the agreed vision and direction of TBC as it continually evolves.
- Administration and Planning – Follows-up and follows-through to ensure effective execution of decisions and programs made by Trustees. Experienced in strategic planning processes. Respectful of and generally familiar with the details of the Bylaws of TBC and the Policies and Procedures of the major church teams.

- Senior Pastor Relations - Able to be direct in communication with Senior Pastor. Also able to be as direct in listening to Senior Pastor. Conducts regular sessions with him/her.
- Relations with Church Leadership – Respects the leadership roles of the Senior Pastor, Staff, Deacon Chair and other Team Leaders.

II. Considerations for Serving as Trustee Vice-Chair:

A. General Responsibilities:

- Temporarily fulfill the duties of the Trustee Chair outlined above in case of absence, incapacity, resignation or termination
- Serves the Trustees as a member of the Trustee Officer team.

B. Additional Considerations:

- Time Commitment – Willing to spend time in the function, sometimes when not convenient. Estimate: Approximately 5 - 15 hours monthly for various involvements, in addition to meetings each month.
- The office of Vice-Chair has not been viewed as “chair-elect”. Therefore the office may be considered on a year-by-year term.

C. Personal Skills & Qualities:

- Should have the same Personal Skills and Qualities of the Trustee Chair as outlined above.

III. Considerations for Serving as Trustee Secretary:

A. General Responsibilities:

- Ensures that the records of the Trustees are maintained and made available when required by authorized persons
- Records the minutes of regular meetings, executive sessions and assures their accuracy and availability
- Maintains the Trustee Action Item list and requests periodic updates from the Trustees
- Suggests items for the agendas of Trustee and Church business meetings
- Ensures that proper notification is given of Trustee and Church business meetings as specified in the Bylaws
- Has general familiarity with and ensures that an up-to-date copy of the policies and procedures of all Church teams are maintained and available
- Acts as liaison between Trustees and Church business office
- Serves the Trustees as a member of the Trustee Officer team
- May be required to temporarily fulfill the duties of Vice-Chair or Chair in case of their absence, incapacity, resignation or termination

B. Additional Considerations:

- Time Commitment – Willing to spend time in the function, sometimes when not convenient. Estimate: Approximately 10-20 hours monthly for various involvements, in addition to meetings each month.
- Additional time spent preparing for and in meetings of the Trustee Officers and Senior Pastor should be anticipated.
- The office of Secretary has not been viewed as “vice-chair-elect”. Therefore the office may be considered on a year-by-year term.

C. Personal Skills & Qualities:

- Organized individual with strong verbal and written communication skills
- Individual who is committed to work regularly with the other Trustees officers, Trustees and staff

APPENDIX C

The Pastor Relations Team

The Pastor Relations Team (PRT) of the Trustees and the Senior Pastor shall meet periodically during the year to review the Church's strategic development, the Annual Ministry Plan and the Senior Pastor's leadership. The Pastor Relations Team will serve as a discernment team with whom the Senior Pastor can envision God's best for Trinity and assess the necessary steps to accomplish that vision as it evolves over time. Additionally, the PRT will provide a portal for the congregation to communicate its collective perceived needs, concerns and hopes to the Senior Pastor. No minutes of the PRT's periodic meetings need be prepared.

The Pastor Relations Team: The Pastor Relations Team shall be comprised of four members appointed annually by the Chair of the Trustees. The four members shall be the Chair of the Trustees, the Chair of the Deacons, and two other "at-large" currently serving Trustees. Further, the Senior Pastor may invite up to two additional members of Trinity, (each of which shall meet the qualifications of an "at large" Trustee), to attend meetings of the PRT. (In order to preserve continuity from year to year, at least one member of the PRT shall agree to serve a second consecutive year on the PRT.)

The PRT shall be a confidential team which meets as periodically as is helpful to the Senior Pastor, but not less than three times each year. The team will discuss the Senior Pastor's perceived strengths and areas which could be enhanced by additional emphasis. The PRT will pray with and for the Senior Pastor and in other ways encourage him. The key to success is the absolute and mutual trust and confidence in each individual and collectively as the PRT.

In June or July of each church year, the PRT shall meet in executive session, without the Senior Pastor to evaluate the Senior Pastor's current compensation and benefits. The purpose of the meeting is to make a decision regarding the compensation and benefits of the Senior Pastor for the next Church year. The Chair of the PRT shall thereafter communicate to the Chair of the Personnel Team, the PRT's decision regarding the Senior Pastor's compensation and benefits for the next Church Year.

The PRT shall periodically report to the Trustees, in executive session, in a summary verbal report, the general agenda of its meetings and the progress toward the completion of the ministries and vision of Trinity.

APPENDIX D
Nomination and Election of Trustee Officers

1. Each church year after the election of the Trustees at the Annual Business Meeting the currently serving Trustee Officers shall meet for the purpose of nominating the officers to serve during next church year starting October 1.
2. No Trustee may be nominated who has not first consented to serve as an officer if elected.
3. No later than three calendar days before the meeting of the Trustees in October of each new church year, the currently serving Secretary of the Trustees shall provide such Trustees (email, fax, or U.S. Postal Service) written notice of the nominee for each Trustee Officer position.
4. At the first meeting of the Trustees in October of each church year, the currently serving Chair of the Trustees shall preside over the nomination and election of the three Trustee Officers who will serve during the new church year.
5. The written notice from the Secretary to the Trustees (3 above) shall serve as the nomination of each officer position. A second to the nomination is not required when the election is conducted. Nomination of each officer shall be a separate election. Before the vote of the Trustees for each officer, the Chair shall state that nominations from the floor may be made. A second to the oral nomination is not required. The election for each officer position shall be by voice vote unless another Trustee is nominated in which case the vote shall be by paper ballot. The Chair shall appoint a "teller" committee of two Trustees to count the vote when a paper ballot is utilized. In the event of a tie vote, a second election (vote) shall be conducted for that officer and shall be conducted by paper ballot.

APPENDIX E

TRUSTEE GUIDELINES FOR MINISTRY MATCHING TEAM (MMT) SELECTION

1. Service as MMT team leader should be strictly limited to two years. Under extraordinary circumstances, extension of service as team leader may be considered on a case-by-case basis.
2. Service as a team member 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 the Ministry Matching Team, consideration should be given to avoiding the concentration of votes in any one family.
3. Team leader for MMT should not serve as team leader of another team.
4. The preference for a new team leader is someone currently serving on the team. The current Team Leader should be consulted regarding his or her willingness to continue to serve as Team Leader, if still eligible, or to recommend other team member(s) qualified for that role.
5. Because of the importance of the role of Team Leader and his or her interaction with Staff and Trustees, it is suggested that the Trustee Chair discuss with the Senior Pastor nominees for Team Leader each year to discern any special advisory input of Staff.
6. Church membership of at least one year is required to serve on MMT. The Trustee Secretary shall confirm that all proposed members are members of the Church. No member of the Church staff may serve as a member of MMT. No member of the MMT may serve as a Trustee or be an immediate family member of any Trustee as defined in Article VII, Section 2.
7. Team size shall be seven members and, if necessary may include such additional number to assure the minimum needed for efficiency and effectiveness. Team composition preferences should be discussed with the prospective team leader, the senior pastor, and the current team leader. Attention should be given to assure that at least one team member can serve as team leader the following year.
8. In approaching a prospective MMT 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 Trustees and by the Church.
9. Upon identification of the prospective MMT leader and resolution of the size of the team, the Trustees shall begin calling individuals under consideration for MMT. Explain to such individuals that nominations are subject to approval by the Trustees and by the Church. (Upon approval, team members will be contacted by the MMT leader to begin service on the team.)
10. The Trustee Chair in his or her discretion may direct the manner in which these guidelines are executed including delegation to a subcommittee of the Trustees; the final slate to be recommended to the Church, however, must be approved by the Trustees as a whole by simple majority vote at any meeting at which a quorum is present. Email voting is a permitted option. If the MMT slate to be presented to the Church for approval is inconsistent with these Guidelines such must be disclosed to and approved by the Trustees, as well.

Appendix F
Election of the Deacon Nominating Team

A. Election of Deacon Nominating Team.

1. A Deacon Nominating Team (“DNT”) shall be elected annually by the Church at the first business meeting of each calendar year. Announcement of the election shall be made at the regular business meeting preceding the business meeting in which the election takes place. A printed announcement shall be published weekly in two (2) successive issues of the Church Order of Worship immediately prior to the election and timely posted on the Church website. The election results shall be published in the Church Order of Worship and posted on the Church website the week following the election.

2. The DNT shall consist of five (5) members elected from Church members nominated from the floor. Each person being nominated to the DNT must state that he or she is willing to serve, or the person making the nomination must state that the person being nominated has given his or her permission to be nominated. Voting shall be by secret ballot. Each member of the Church who is at least 15 years old and who is present at the meeting shall write the names of up to five (5) of the nominees on a ballot, and all ballots will be collected and tabulated by a special committee appointed for this purpose by the Chair of the Deacon Council. The five (5) nominees receiving the most votes will serve as the DNT. In the case of a tie vote for the fifth place, both nominees will be elected, and the DNT membership will be six (6). The Chair of the DNT will be elected by the members of the DNT at its first meeting.