

Ministry Team Council Charter

1. Introduction

The church is governed by principles and processes set forth in its Articles of Incorporation, By-laws, Board Policies, and this Ministry Team Council Charter. Each document in this hierarchy is subject to all of the provisions of the higher level documents and must conform to the intent of those documents.

Wherever terms are defined in higher level documents, the terms shall have the same meaning in this document. We do not maintain this hierarchy of governing documents solely to confuse our congregation members. Each document has its own specific purpose, its own executors, and its own legal requirements.

The Board of Trustees has chosen a form of policy based governance to achieve the following:

- A **staff** that is free to create effective programs with the support of a structure that shares authority and requires accountability.
- A **board** that is free to represent the membership by articulating vision, evaluating programs, and ensuring responsible stewardship of resources.
- A **membership** that is free to share its myriad talents and interests in an atmosphere of trust and creativity where structure, goals, and purposes are clear.

Source: Board Charge to the Governance Task Force, Board of Trustee Minutes, August 2008

2. Board of Trustees

The Congregation, through the Church's Articles of Incorporation and By-Laws, has delegated the majority of the responsibility for the operation of the Church to its elected members of the Board of Trustees. In turn, the Board of Trustees has set forth in its Board Policies those functions that it retains for itself and those that it delegates to other entities.

After those specific delegations, the Board has chosen to delegate all of its remaining responsibilities and authority to the Ministry Team under the direction of the Ministry Team Council. This global delegation is subject to the Board's monitoring and evaluation and may be rescinded or amended by the Board at any time.

3. Ministry Team Overview

Ministry is defined in the Church's Board Policies as follows:

Ministry is the practical work of the Church, and consists of continually choosing means and methods, allocating resources, hiring staff, recruiting volunteers, and giving them leadership and support that will enable them to serve the mission of the Church effectively. Ministry is best accomplished through empowered ministry teams of people who share a sense of calling to particular forms of service.

Our Ministry Team is the action arm of the church. The Ministry Team encompasses all of the individuals who work together to provide all the benefits that the church offers to members and to the community. It includes all of the individual teams that operate the church (e.g. the Fellowship Team, the Worship Team, the Office Team, etc.). It also includes all of the individual staff members (both volunteers and employees).

Individual Teams may be temporary or permanent. They generally form around a function (e.g. finance, religious education, etc.), but they may also form around a relationship (e.g. partner church), or a project (e.g. pride parade, Heart & Hand auction, etc.). Some tasks can be done by a single individual, but if the work requires several people, we generally assign the work to an existing team or create a new team. Some teams will have many standing members but others may have only a core planning group that adds volunteers as needed to complete specific tasks.

The goal of our Ministry Team structure is to be flexible and to empower the individuals who best understand the work that needs to be done. Teams must often work together to achieve their goals and each team must understand and support the overall goals of the church that are documented in the Board of Trustees' Policies, Annual Vision of Ministry, and other sources.

The entity that the Board of Trustees has entrusted with supporting, coordinating, and directing the work of the Ministry Team is the Ministry Team Council.



4. The Ministry Team Council (MTC)

The Board of Trustees has delegated a significant portion of its authority and accountability to the MTC. The specific terms of this delegation are documented in the Board Policies and will not be repeated in this Charter to avoid maintaining synchronized explanations.

4.1 The MTC shall consist of four members as follows:

4.1.1 The President-Elect of the Board of Trustees, ex-officio. Under normal circumstances, the term shall be for one year. At any time that there is not a President-Elect who is able to serve, the Board may designate an individual to fill this role until there is a serving President-Elect. The President-Elect's term shall begin June 1st annually.

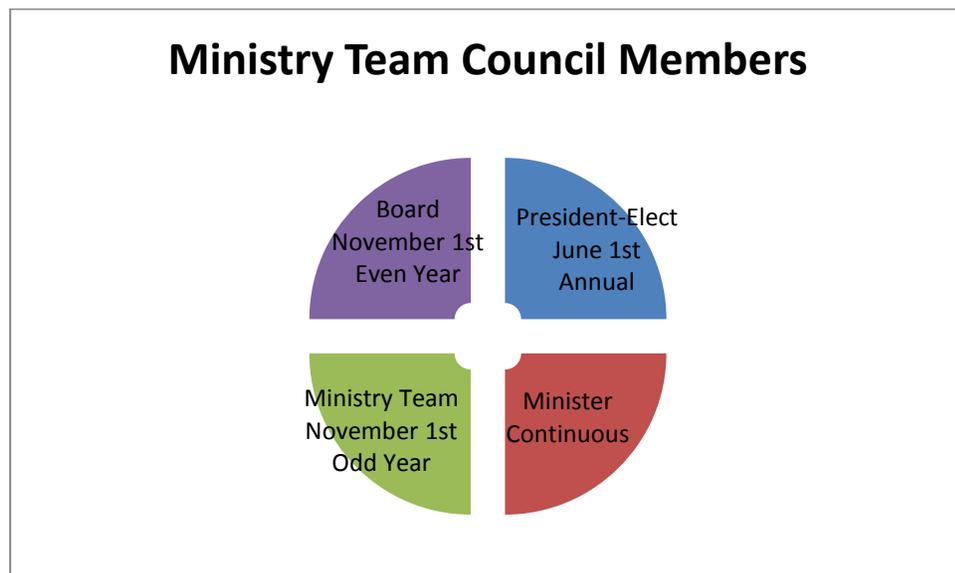
4.1.2 The Minister of the Church, ex-officio. The Minister's term shall be continuous. In the event that there is no Minister, the Board shall designate an individual to represent the employees.

4.1.3 Elected MTC Members. Two members of the MTC shall be elected for two year terms by different constituencies.

4.1.3.1 One MTC member shall be elected by the Ministry Team members at an announced meeting. The other members of the MTC shall receive nominations and then conduct a secret ballot election. If no nominee receives an absolute majority of votes (i.e. more than half) in the first round of voting, then the two candidates with the most votes shall proceed to a second round, from which all others are excluded. The term for this MTC Member shall begin November 1st of odd numbered years.

4.1.3.2 One MTC member elected by the Board of Trustees. The term for this MTC Member shall begin November 1st of even numbered years.

4.1.3.3 Either constituency may recall its elected representative and elect a different individual to complete the remaining term of the recalled individual.



- 4.2 The beginning dates for MTC member terms are staggered to help achieve continuity. The initial term for the Ministry Team MTC member and the Board of Trustees MTC member shall be abbreviated terms. Elected MTC members may serve no more than one consecutive complete two-year term regardless of the method of their election. If an MTC member is elected for a partial term, that member may also be elected to serve the subsequent complete term.
- 4.3 Except for the Minister, all MTC members shall be members of our congregation who are eligible under our Articles of Incorporation to vote at congregational meetings.
- 4.4 MTC members may organize their duties as they see fit.
- 4.5 Each of the MTC members shall be voting members and shall have an equal vote.
- 4.6 In their role as decision makers, MTC members are expected to:
 - 4.6.1 Base their decisions on the priorities of the church as a whole rather than representing any group or personal preferences.
 - 4.6.2 Seek input from affected teams and staff as needed and as time permits.
 - 4.6.3 Strive to achieve consensus if possible, but develop and respect a voting process to make necessary decisions when Ministry Team and/or MTC consensus cannot be obtained.
 - 4.6.4 Notify affected Ministry Team Leaders and staff as soon as possible of any decision impacting their work.

5. **MTC Responsibilities**

Under the Global Delegation provision of the Board Policies, the MTC is responsible for all operations of the church that are not specifically assigned to other entities. The MTC is also responsible for tasks directly assigned to it in the Board Policies. In some cases, the Board Policy provisions also set forth both required and prohibited means and the MTC must be aware of, and adhere to, these limitations.

The MTC shall:

- 5.1 Support the Board of Trustees.
 - 5.1.1 Assume oversight responsibility for all duties delegated to the Ministry Team by the Board.
 - 5.1.2 Translate the Board's Annual Vision of Ministry into action plans and budgets that are communicated to all Ministry Teams.
 - 5.1.3 Provide to the Board in an agreeable format the information that is needed to fulfill the Board's responsibilities for financial oversight, monitoring performance, and evaluating the Congregation's leadership.
 - 5.1.4 Participate with the Board in discernment of the church's mission and vision.
- 5.2 Organize and coordinate the work of the Ministry Team.
 - 5.2.1 Make such plans and decisions as may be needed to coordinate the work of individual Ministry Teams and staff (both employee and volunteer) to achieve the goals and priorities set forth by the Board.

5.2.1.1 Obtain input from impacted teams and staff

5.2.1.2 Obtain input from the Ministry Team as needed and as time permits.

5.2.2 Establish and organize new Ministry Teams as needed. Remove inactive or obsolete Ministry Teams and reassign any remaining work that needs to continue. Maintain an organization chart for the Ministry Team

5.2.3 Document significant decisions made by the MTC or Ministry Team. Notify all teams and staff who need to know.

5.3 Volunteer Development

5.3.1 Establish processes to encourage volunteerism. Assist in recruiting volunteers.

5.3.2 Assist in leadership development. Identify Leadership potential. Develop leadership training. Advise the Nominating Committee.

5.4 Communicate to inform the Ministry Team, staff, and volunteers

5.4.1 Establish regular communication tools to provide Ministry Team Leaders, team members, volunteer and employee staff, and other members of the congregation with the information that they need to do their work effectively. These tools may include calendars, newsletters, websites, social media, or leader's handbooks.

5.4.2 Gather, summarize, and distribute periodic team reports.

5.4.3 Establish and publish "metrics" that will help describe what is happening. Attendance, budget, number of Flame views, are examples.

5.4.4 Publish Administrative Practices and Procedures (as described in the Board policies). The purpose of these documents is to provide accessible "how to" information.

5.5 Establish Ministry Team meetings to communicate more deeply.

5.5.1 Conduct regular meetings, no less than quarterly and no more than monthly.

5.5.2 Anyone may attend. Team leaders are strongly encouraged to attend or to send a delegate representing their team.

5.5.3 Discuss issues of importance, share insights, propose new processes, ask & receive questions, evaluate alternatives, conduct straw votes, seek consensus.

6. The actions of the employees of the church are subject to the provisions of this Charter, but they are not directly accountable to the MTC. Rather, they are accountable to the Minister and the Minister is accountable for their performance.