

Endowment Fund Team Team Process Policy

Team process policies describe the standards of behavior for individual Team members and the Team as a group. These policies describe the way the Team operates. They clarify the governing style of the Team, Chairman's role, Team member conduct, and Team member responsibilities. If any team process issue arises that is not specified by these policies, the Team chairman should guide Team process.

I. GLOBAL TEAM PROCESS POLICY

The Faith Endowment Team is a subcommittee of the Faith Leadership Board. As such the team is subject to all policies of the Leadership Board.

II. EXPECTATION OF TEAM MEMBERS

Endowment Team members shall be congregation members or regular attenders who have completed The Rooted Experience. Team members shall strive to regularly attend worship, be involved in a Life Group, and seek to grow and model the life of a generous giver (beyond tithing). Team members shall be prepared to contribute productively to each meeting.

III. TEAM MEETINGS

1. Team meetings are held at a minimum one a quarter, as necessary, or when specially called by the Chair. Meetings and/or participation in a meeting may be in person or by electronic means.
2. Team members regularly attend and fully participate in meetings. Should it be necessary to miss or be late for a meeting, members should notify the Chair or another team member.
3. The Team will consist of a minimum of 3 members.
4. A quorum shall consist of a simple majority of voting members (50% plus 1) including either the Chair or Vice-Chair.
5. Agendas will be sent out electronically by the Chair no later than one week prior to the meeting date.
6. Meeting minutes will be sent out electronically by the team Secretary no later than one week after the next meeting date.
7. The team speaks with one voice. This means that team members support all decisions once they have been fully discussed and resolved by the team.
8. Team discussions shall remain confidential, unless permission is given by the team as a whole.
9. Members will not distract the Team with issues unrelated to team work.

IV. OFFICERS

1. Chairman
 - a. Create agenda for meetings in the following format
 - i. Devotion
 - ii. Old Business

- iii. New Business
 - iv. Adjourn with Prayer
 - b. Facilitate all meetings
 - c. May delegate authority, but remains accountable
 - d. Chairman must be a congregation member
- 2. Vice Chairman
 - a. Facilitate meetings in the absence of the Chair
 - b. Discuss and review corrective actions with the Chair when the Chair violates responsibilities
 - c. Assume responsibilities delegated by the Chair
 - d. Vice-Chairman must be a congregation member
- 3. Secretary
 - a. Record official minutes and distribute to team members according to policy
 - b. Assure that a copy of approved minutes are provided to the Leadership Board.

V. GOVERNING PROCESS

The function of the team is a working group making recommendations regarding the total amount to be included and spent in the fiscal year's budget to the Leadership Board. The team shall strive to make decisions by consensus, deferring to a voting process only when the Chair believes consensus cannot be reached.

VI. COMMUNICATION WITH CHURCH MEMBERS

The team is responsible for advocating and creating awareness in the Congregation of the Endowment Fund. The team will collaborate with the Lead Pastor, Executive Team and Staff, to ensure this happens in ways that reconcile with all other ministries. All approved communications will be coordinated by and through Faith's Communications Team for feasibility and execution.

VII. ASSIMILATION OF INCOMING TEAM MEMBERS

All incoming team members will be provided with training, a copy of Endowment Fund and team policies, and current status of the Endowment Fund. Incoming team members shall have access to minutes of all meetings held prior to their appointment.

VIII. APPROVAL

This Team Process Policy was approved by Faith Leadership Board on March 11, 2024.