TEAM REPORTING

The teams listed below are to meet on a monthly basis, unless otherwise stipulated. The team leader {or minute taker) is responsible for:

1. Disbursing copies of the minutes to their team members
2. Sending Pastor Wynne’s Administrative Assistant, Ann, a copy of the minutes within one week of meeting.

Pastor Wynne's Administrative Assistant will include the minutes from each team meeting in the monthly report packet to the full board, along with reports from staff team leaders on their ministry areas. These packets will be emailed the 4th (full) weekend of the month, unless otherwise specified by a board member. In which case, a hard copy can be picked up from the mailbox unit in the church office.

Packets, including minutes from the previous full board meeting(s), are to be read by the board members on a monthly basis. Any questions concerning the material in the packets should be addressed, at the time of reading, to the Team Leader or the Lead Pastor. Clarification and any needed corrections can be made at that time. When the full board gathers for their quarterly meeting, acceptance of the board meeting minutes from the previous meeting, as well as all materials given in the packets over the previous three months, can be accomplished at one time.

Teams:

* Finance
* Personnel
* SDS
* GCA

Ministry Partners

• \*LifeSpring/XZone

• \*Footsteps Counseling

\*XZone and Footsteps Counseling are separate entities from the church. They have signed a ministry partnership agreement and therefore will report to inform; however, they are *accountable* to their board and to the church only as it relates to the partnership agreement. We have asked to have their monthly meeting minutes included in the packets to ensure the church board is knowledgeable and better equipped to promote this ministry partnership and assist them in their missional success.