

RECOMMENDATION FOR NEW STANDING FELLOWSHIP COMMITTEE

To: Bethany Church Council

From: Fellowship Team

Date: March 1, 2011

Recommendation: Pursuant to the direction of the Bethany Church Council (see **Attachment A** - Mission & Ministry Teams Next Steps), it is recommended that the Fellowship Team transition to a permanent on-going standing committee of the congregation (the "**Fellowship Committee**"). The members of the Fellowship Committee shall be appointed in accordance with Section C13.05 the bylaws of Bethany Lutheran Church (see **Attachment B** - Bylaws).

History: The Fellowship Team Charter and Plan (see **Attachment C**- Fellowship Team Charter) was approved by the Bethany Church Council in 2008. At the time of the formation of the Fellowship Team, the Council determined that the Fellowship Team (along with the other Ministry Teams formed at that time) would be formed on an interim basis to explore how best we can work to fulfill the Mission, Vision and Goals of the Congregation. In particular, the Fellowship Team's primary purpose was to find ways to strengthen and foster a strong Christian community at Bethany and build deeper connections among Bethany members. In furtherance of that purpose, the Fellowship Team has implemented the following new initiatives:

- **New Member Class.** The New Member class was redesigned to focus on making sure that each new member at Bethany feels connected to the Bethany community. The class is now centered around the Mission, Vision and Goals of the Congregation and uses the Spiritual Gifts Inventory to assist the leaders in helping new members to find a place to connect and serve. Each class is lead by lay leadership (Council Members and New Member Class "Shepherds") with assistance from Janice Lyon and the pastoral staff. The Class Shepherds stay with the new member class for the first year, helping them connect to small group ministries, scheduling and planning fellowship gatherings and serving as a resource for new members.
- **Greeters.** The Greeter program was reinstated to serve as a welcoming presence before each of our services. Individual members of the congregation were identified through the use of the Spiritual Gifts Inventory and invited to participate. We continue to look for Greeters and continually invite new members to participate in the program.
- **Small Group Leader Training.** The Fellowship Team has worked to identify all of the Small Group Ministries at Bethany and to identify the current leadership for each of those groups. Pastor Ruth Ann along with our pastoral interns provided training to our small group leaders to help them incorporate the language of faith formation into their small group ministries and to instruct them regarding the availability of the Spiritual Gifts Inventory as a resource to identify and connect with new members.

- Phantom Pew Sitter. The Fellowship Team commissioned The Ken Johnson Group, LLC to perform an on-site audit of our Church on a random Sunday to give us the perspective of an “outsider” and help us to understand where we can improve with hospitality and fellowship. We have been working on several of the suggestions and have forwarded many of the other suggestions to other committees and groups within the Bethany community.
- Fellowship Pads. In an effort to better identify visitors and guests at Bethany and to better identify members who are not connected to Bethany, we added Fellowship Pads to the pews. The data collected from those pads has been useful in that we are able to quickly identify visitors and people in need of pastoral care. Those who indicate they are visitors and leave their email receive an email from the Pastors that same day. Using the data provided over time in conjunction with a list of members who do not regularly contribute, we were able to come up with a list of “inactive” members to whom we placed personal calls for the purpose of connecting with them, updating their information and determining if they still desire to be a member of Bethany. At this time only about 30% of worshippers are participating. We will continue to monitor the participation levels and determine whether or not the practice should continue.
- Hospitality Desk. We have been working with the Hospitality Desk to develop a “welcome bag” which contains a small gift and helpful information about Bethany.

Recommended Purpose, Objectives, Scope and Structure of the Fellowship Committee

The Fellowship Team believes that a permanent standing Fellowship Committee is necessary to continue the work which has already begun around fellowship and connecting members to Bethany. To that end, we would propose the following structure for the new Fellowship Committee:

Team Purpose

The purpose of the Fellowship Committee will be to strengthen and foster a strong Christian community at Bethany by creating ways to build deeper connections among Bethany members.

Team Objectives

The objectives of the Fellowship Committee will be to:

- Be purposeful about inviting, welcoming and communicating with visitors to Bethany
- To work to connect all members (new and existing) to Bethany by ensuring all members are introduced to and connected with Small Group Ministries
- Bring Bethany members together in a safe, Christian and connected way
- Give each member of the Bethany community the ability to both give and receive from others in the Bethany community
- Foster deeper connections and relationships between Bethany Members to build a stronger Bethany faith community

Committee Scope

The Fellowship Committee will:

- Devise plans and activities to meet the Fellowship Committee’s objectives

- Create a communication network between the Fellowship Committee and all Small Group Ministries and the Faith Formation team
- Work to make and maintain a connection with each Bethany member

Not Included in the Fellowship Committee's Scope

Activities not in scope for the Fellowship Committee include the following:

- Directing the substantive content of any Small Group Ministry
- Events or activities involving those outside the Bethany community

Structure of Fellowship Committee

Ideally, the Fellowship Committee would be lay lead with support from (i) Council; (ii) Pastoral Staff; and (iii) Administrative Staff. We would propose that the Fellowship Committee be comprised of 9 people, each serving three year terms with three members rotating on and off each year. The Committee would select the Committee chair annually.

The Fellowship Committee would have a number of subgroups to handle the substantive needs of the various programs under its purview. Initially, we would suggest:

- Greeters. One individual from the Committee would serve as the person in charge of recruiting and organizing the Greeters.
- Ushers. One individual from the Committee would serve as the liaison between the committee and the head ushers.
- Hospitality Desk. One individual from the Committee would serve as the liaison between the committee and the staff person in charge of recruiting and organizing the volunteers at the Hospitality Desk.
- New Member Class. One individual from the Committee would be in charge of recruiting and scheduling the New Member Class Shepherds and other participants for the New Member class
- Special Events. One individual from the Committee would be the liaison between the committee and the staff person in charge of recruiting and scheduling volunteers to assist with special fellowship events (i.e., all church picnic, wedding celebrations, etc.)
- Small Group Ministry Support and Training. The Fellowship Committee would also serve as the primary resource for those at Bethany who wish to start (or enhance) a Small Group Ministry. The Fellowship Committee would develop resources for use by Small Group Ministries (i.e., use of the Spiritual Gifts Inventory, Faith Formation training, budgeting, liaison to Council, etc.). The Fellowship Committee would maintain the master list of Small Group Ministries and provide training to Small Group leaders.

ATTACHMENT A - MISSION & MINISTRY TEAMS NEXT STEPS

Mission & Ministry Teams

Next Steps

May 27, 2008

Mission & Ministry Teams - MVG

Preamble:

Bethany Lutheran Church is a Christian community, rooted in the Gospel, and focused on sharing God's grace and love in Jesus Christ with all people.

Our Mission (Why we exist):

1. Gather people to worship, hear and share
2. Prepare them for caring and service
3. Energize them to witness and reach out
4. Connect them with opportunities and needs
5. Enable these actions with staff and resources

Our Vision (What we strive for):

An ELCA church which is pre-eminent in equipping its members to live and witness as the body of Christ, and a Christian leader in caring for and serving others in the Denver area and beyond.

Our Goals (How we work):

1. *Worship Meaningfully* in the Lutheran tradition, with a variety of liturgical and musical experiences
2. *Grow Spiritually* in diverse Christian education programs, for all levels of understanding and stages of life
3. *Serve Purposefully* those in need who live in our local, regional and global communities
4. *Share Fellowship* with one another that builds connections and strengthens bonds
5. *Witness Intentionally* to all those who seek God and a welcoming, embracing church

5/22/2008

Mission & Ministry Teams - Overview

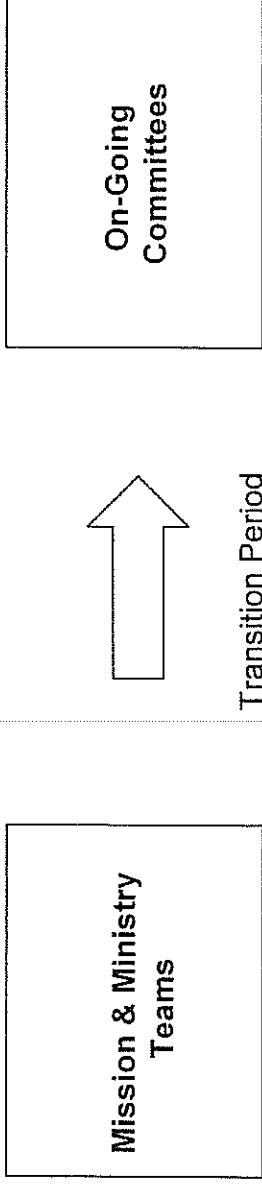
(*) – possible M&M team lead

<u>Governance</u>	
Church Council & Executive Committee	
<u>Fellowship</u>	<p>Share Fellowship with one another that builds connections and strengthens bonds</p> <p>Deb Bayles (*) Kevin Dempsey Don Abram Andy Gift Michelle Stone Kraus</p> <p>Ruth Ann Loughry</p> <p>6/1/08 – 12/19/08</p>
<u>Adult Education</u>	<p>Grow Spiritually in diverse education programs for all levels of understanding and stages of life</p> <p>Karen Witt (*) Doug Aldrich Maren Diercks (?)</p> <p>Ron Glusenkamp Kirsten Nelson-Roenfeldt</p> <p>9/1/08 – 12/19/08</p>
<u>Worship</u>	<p>Worship Meaningfully in the Lutheran tradition, with a variety of liturgical and musical experiences</p> <p>Mike Miller Sherri Koebel Bud Setzer (*) Laurie Jeddelloh</p> <p>Ron Glusenkamp</p> <p>7/15/08 – 12/19/08</p>
<u>Outreach</u>	<p>Serve Purposefully those in need who live in our local, regional, and global community</p> <p>Heather Miller (*) Paul Walker Peggy Furgason</p> <p>Ruth Ann Loughry</p> <p>7/1/08 – 12/19/08</p>
Witness Intentionally to all those who seek God and a welcoming embracing church	

Mission & Ministry Teams – Key Principles

1. Council Mission & Ministry teams to transition to permanent Committees during Transition Period; Mission & Ministry teams to disband once transition to permanent Committee is complete.
2. Each Mission & Ministry team will create a Transition Plan deliverable early on in the Transition Period which will define Transition success and completion criteria.
3. Committees are to be Member Driven; Staff Enhanced.
4. Pastoral Staff has been assigned to each Committee; additional Staff may be assigned if applicable.
5. The Mission & Ministry teams will initially be led jointly by the Pastoral Staff and an “elected” Church Council member(s) assigned to the team. Transition will therefore involve a transition of leadership to the on-going Committee chairperson(s).
6. Teams should use the results of Adult Ministry Checkup where applicable.
7. Teams should leverage and transition from Centennial committees where applicable (Centennial Outreach committee for example).
8. Executive Committee and Church Council to act as governance structure for Mission & Ministry teams and Committees during the Transition Period. Church Council will continue in this governance role after the on-going Committees have been established.
9. Mission & Ministry teams will report progress of the transition every two months during Church Council meetings.

Mission & Ministry Teams – Transition



1. Mission & Ministry teams to transition to permanent Committees during the Transition Period.
2. Mission & Ministry teams to disband once transition to and implementation of permanent Committee is complete.
3. Council members assigned to a Mission & Ministry team do not have to remain as members of the on-going Committees after the Transition Period is complete but can do so if they so choose.
4. The Transition end date is also defined as the on-going Committee implementation date.
5. Executive Committee has recommended a Transition Period start and end date. Teams can alter those dates based upon their detailed planning, circumstances, and constraints. Changes to recommended transition period should be reviewed and approved with Executive Committee.
6. Transition will involve a transition of leadership from the M&M team leaders to the on-going Committee chairperson(s).
7. Each Mission & Ministry team should create a Transition Plan document that will define the "Exit Criteria" for the transition from the Mission & Ministry team to the on-going Committee to be considered complete. The Transition Plans should be developed and reviewed & approved up-front by the Executive Committee before transition begins.
8. Committees will continue to serve under the governance of the Church Council after implementation to ensure they continue to promote the MVG of Bethany. The Committees will remain active only as long as the Church Council continues to see benefit toward MVG fulfillment; this should be reviewed yearly.

Mission & Ministry Teams – Key Next Steps

1. Church Council members have been aligned with a Mission & Ministry team.
2. A Council member(s) will be appointed as lead of Mission & Ministry team to serve jointly with Pastoral Staff during Transition Period.
3. Kevin Dempsey to ensure each Mission & Ministry team has existing documentation created during 2007 (Executive Council recommendations, one page M&M summaries, M&M team short-term, mid-term and long term plans, etc.) as starting point for their planning purposes.
4. Executive Committee to set-up training for M&M teams early on to promote facilitation and team building skills of M&M teams/Committees and promotion of shared processes across teams.
5. Appointed M&M team lead(s) to work with Pastoral Staff to convene Mission & Ministry team and begin periodic meetings. Recommend at least monthly meetings during Transition Period.
6. Appointed Lead(s) and Pastoral Staff should refine initial scope of Committee and to then identify Staff and other members of the Congregation to invite and recruit to Committee.
7. Recruit and invite members to Committee; appoint on-going Committee Lead.
8. Kevin Dempsey to provide templates for Transition Plan, status reports and other key Transition Period deliverables.
9. M&M Team/Committee finalizes scope and short-term, mid-term, long-term plans.
10. M&M Team/Committee creates, reviews and approves Transition Plan deliverable.
11. Committee creates other Transition Period deliverables; implements short-term plans.
12. M&M Team Lead(s) creates status report and delivers progress report to Church Council every other month.
13. M&M Team and Committee conducts formal Transition event.

5/24/2008

Mission & Ministry Teams – Key Transition Period Deliverables

1. Transition Plan.
2. Committee Purpose/Scope Document (in scope and out of scope).
3. Committee Priorities. Short-term tasks to be accomplished during Transition Period as well as mid and long-term plans. Assign tasks and due dates to M&M Team/Committee Members.
4. Committee Organization Chart. Committee Roles & Responsibilities. Recruit leader and core members of on-going Committee. ID on-going staff involvement. ID interfacing organizations.
5. Standard Operating Procedures for Committee.
6. 2009 Budget/Staffing to support mid term and long term plans.
7. Metrics to measure on-going Committee success.
8. Successful transition from Mission & Ministry team to on-going Committee per Transition Plan.
9. Periodic status reports to Church Council during Transition Period.
10. Periodic communication of M&M Team/Committee plans and progress to Staff and Congregation.

Mission & Ministry Teams – Status Reporting

1. M&M team lead/Pastoral Staff creates status report and delivers status to Church Council every other month during Transition Period.
2. Each monthly Church Council meeting will include time allocated for M&M teams to report status (will alternate each month).
3. Status Report should include at minimum:
 - Executive Summary
 - Issues for Church Council/Executive Council Action
 - Accomplishments Last Period
 - Tasks to Complete in Upcoming Period
4. After Transition Period complete and on-going Committee is launched, Committee chairperson will assume creation of periodic status reporting to Church Council as needed.
5. Executive Committee will work with Church Council on vehicles and process to communicate scope and status of M&M teams/Committees to Staff and to Congregation as a whole.

ATTACHMENT B - BYLAWS

BETHANY LUTHERAN CHURCH
Cherry Hills Village, CO

CONSTITUTION AND BYLAWS

June 1, 2010

BETHANY LUTHERAN CHURCH CONSTITUTION AND BYLAWS

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C12.17. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13. CONGREGATION COMMITTEES

C13.01. A Nominating Committee shall consist of six voting members of this congregation. Two members shall be outgoing members of the Congregation Council and shall be appointed by the Executive Committee for a term of one year. The remaining four members shall be elected for two-year terms. It is desirable that the two-year terms be arranged so one half of the terms expire annually. Members of the Nominating Committee are not eligible for more than two consecutive terms, and members of the Congregation Council are ineligible to serve on the Nominating Committee while serving on the Congregation Council. The congregational president shall call the committee together and it shall elect a chairperson from its members.

C13.01.01. Duties of the Nominating Committee

- a. *The members of the Nominating Committee shall serve for the term following their assignment. They shall nominate candidates for the offices to be filled and shall secure the consent of each candidate. The Nominating Committee may request nominations for candidates from the congregation in advance of the congregation meeting at which elections are held. Nominations from the floor at that congregation meeting are permitted, providing consent has previously been obtained from the nominee.*
- b. *Candidates chosen shall fulfill qualification guidelines outlined in the constitution and bylaws.*
- c. *Candidates chosen by the Nominating Committee shall be made known to the congregation with the announcements to the congregation concerning the forthcoming election.*

C13.02. An Audit Committee of three voting members shall be appointed by the Congregation Council to act as an advisor to the Council. Audit Committee members shall not be members of the Congregation Council. The term of office will be three years, with one member appointed each year. Members shall be eligible for re-appointment.

C13.02.01. Duties of the Audit Committee

- a. *The purpose of the Audit Committee is to provide an independent check on the financial transactions conducted by this congregation.*

- b. *When an Audit Committee is appointed, the Audit Committee shall perform audits of the general and other specific accounts of this congregation at least annually. Such audits shall consider, as a minimum, balancing bank statements, expenditures as approved by the budget, accurate recording of gifts and contributions, timely reporting of financial status, etc. The Audit Committee shall be responsible for establishing their own audit procedures with guidance from the Treasurer. The Audit Committee may, at its discretion, recommend to the Congregation Council a more complete audit prior to rendering its report.*
- c. *The Audit Committee shall perform audits of the accounts and records kept for other organizations within the congregation as identified in Chapter 14 of the constitution. At least one audit of such organizations shall be conducted annually.*
- d. *The Audit Committee shall provide the Congregation Council a report on the findings of all audits conducted.*

C13.03. A Mutual Ministry Committee of six members may be appointed jointly by the President and the Senior Pastor. This committee shall have as its primary purposes to support the staff, aid in communication with staff members and assist in resolving any conflict among staff members. In the absence of a Mutual Ministry Committee, their duties shall be fulfilled by the Executive Committee.

C13.04. When a pastoral vacancy occurs, a Call Committee of nine voting members shall be elected by the Congregation Council. Term of office will terminate at installation of the newly-called pastor. No candidate for Associate Pastor shall be proposed by the committee unless the candidate has received the approval of the Senior Pastor.

C13.05. Other congregational committees may be formed as the need arises by decision of the Congregation Council and its membership elected by the Congregation Council.

C13.06. Duties of congregational committees shall be specified in the bylaws or continuing resolutions.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meetings shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.01.01. All employees of any organization within the congregation as defined in Chapter 14 of the constitution are employees of Bethany

ATTACHMENT C- FELLOWSHIP TEAM CHARTER

Bethany Lutheran Church

**Fellowship Ministry Team
Charter and Plan**

By: Team Representatives

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REVISION RECORD

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0.3	9/23/08	▪ 3rd Draft Completed	DLB
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1.0	10/28/08	▪ Final Copy	DLB

1.0 Charter Introduction

The purpose of this document is to clearly communicate the characteristics and scope of the Fellowship Ministry Team.

1.1 Definitions of Terminology

Term/Acronym	Definition
Ministry Teams	All lay-lead small groups sponsored by Bethany Lutheran Church, including the Fellowship Ministry Team to which this Charter applies
Bethany Community	All persons who seek to be closer to God through the ministry of Bethany Lutheran Church
Faith Formation	An intentional life-long process of equipping, empowering and unleashing people for an ever-deepening relationship with Jesus Christ through worship, learning, service, prayer, community and life experience in order to live out one's Baptismal calling.
Goals	<i>Worship Meaningfully</i> in the Lutheran tradition, with a variety of liturgical and musical experiences; <i>Grow Spiritually</i> in diverse Christian education programs, for all levels of understanding and stages of life; <i>Serve Purposefully</i> those in need who live in our local, regional and global communities; <i>Share Fellowship</i> with one another that builds connections and strengthens bonds; and <i>Witness Intentionally</i> to all those who seek God and a welcoming, embracing church.
Mission	Gather people to worship, hear and share Prepare them for caring and service Energize them to witness and reach out Connect them with opportunities and needs Enable these actions with staff and resources

Vision	An ELCA church which is pre-eminent in equipping its members to live and witness as the body of Christ, and A Christian leader in caring for and serving others in the Denver area and beyond.
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2.0 Team Overview

2.1 Team Purpose

The purpose of the Fellowship Ministry Team is to strengthen and foster a strong Christian community at Bethany by creating ways to build deeper connections among the Bethany Community.

2.2 Team Objectives

The objectives of the Team are:

- Be purposeful about inviting, welcoming and communicating with visitors to Bethany
- To work to connect all members (new and existing) to Bethany by ensuring all members are introduced to and connected with Ministry Teams.
- Bring the Bethany Community together in a safe, Christian and connected way
- Give each member of the Bethany Community the ability to both give and receive from others in the Bethany Community
- Foster deeper connections and relationships between Bethany Members to build a stronger Bethany faith community

2.3 Team Scope

The Team will:

- Devise plans and activities to meet the Team's objectives
- Create a communication network between the Fellowship Ministry Team and all Ministry Teams and the Faith Formation team
- Make and Maintain a connection with each member of the Bethany Community

2.4 Not Included in Team Scope

Activities not in scope for the Team include the following:

- Directing the substantive content of any Ministry Team
- Creating Ministry Teams other than groups that may be formed to perform functions designated by the Fellowship Ministry Team
- Directing the content of any Faith Formation activities
- Events or activities involving those outside the Bethany Community

2.5 Team Assumptions

Some key assumptions made in terms of the Team's scope, resources, and time-lines, are as follows:

- The Fellowship Ministry Team will be led by lay leaders and enhanced by pastoral and administrative staff
- A member of Church Council will participate on the committee as a liaison but will not lead or direct the Team.

2.6 Team Strategy & Approach

- The Team should start with planning and implementing a "New Member Class" which will strive to connect each new member with a Ministry Team within the Bethany Community through the use of a "time and talents" type of survey or questionnaire to be administered during the new member class.
- The Team should work to build a communication network with and among the Ministry Teams
- The Team should then branch into activities and plans which will touch all members of the Bethany Community, from first-time visitors to long-time members
- The Team should explore how technology can be utilized to assist with achieving the Team's goals and objectives

2.7 Team Deliverables

- Complete Team Charter
- Select Team Lead
- Recruit Team Members
- Report to Council annually regarding progress against goals

3.0 Critical Tasks and Goals for the Team

The critical success factors (CSF's) describe the metrics and measures that will be used to determine the success of the Team. A critical success factor will have, on an ongoing basis, a major influence on whether or not the Team meets its objectives.

4.0 Team Planning:

The following is an initial task list for the first year. It is anticipated that this planning list will be updated annually by the Team and will serve as a guide to help the Team stay focused on its goals and objectives:

Task	Anticipate Completion Date	Responsible Party
Complete Charter Document	11/1/08	Council Committee
Establish annual orientation for Ministry Team Leaders - Teach about Faith Formation - Teach communication plan - Identify Goals and Objectives	11/1/08	Pastor Ruth Ann
Identify Team Lead	11/1/08	Council Committee
Recruit Team Members	1/1/09	Team Lead and Council Committee
Attend next New Member class to gather information and seek advise from New Members regarding their experience with Bethany and their ideas regarding their connection to the Bethany Community	10/18/08	Michelle Stone Kraus and Pastor Ruth Ann Loughry
Identify Ministry Teams - List Ministry Teams - Identify Group Leaders	1/1/09	Administrative Staff
Research other congregations to determine a set of "best practices" for the Fellowship Team to utilize in meeting its goals	2/1/09	
Define New Member Program which will result in each new member feeling connected to the Bethany Community and using their time and talents as part of an Ministry Team	2/28/09	
Implement New Member Program	3/2009 New Member Class	
Define Visitor Program - Identify Visitors - Define Follow up - greeters/ushers - nametags - follow up	3/31/09	
Implement Visitor Program	4/2009	
Research Technology - Time and Talents survey - Program to keep track of members, their affiliations, time and talents - Updating	12/31/09	

5.0 Facilitating Processes

5.1 Key Resources

Every Team will have certain key resources that are paramount to its successful implementation and on-going operations. Key resources are to be identified as early as possible in the Team's life cycle preferably at the time the Team Charter is documented. As additional key resources are identified they will be added to the Team Charter. The key resources of this Team are as follows:

- **Team Lead**
 - Outgoing
 - Team player
 - Member of Bethany
 - Knowledgeable about Bethany
 - Ability to connect with others
 - Organizational Skills
 - Leadership skills
- **Council Liaison**
 - Member of Church Council
 - Supports committee and keeps Council informed of progress and needs of committee
- **Pastoral Staff** - Pastor Ruth Ann Loughry
 - Member of Pastoral Staff
 - Supports committee
- **Administrative Staff** - Janice
 - Member of administrative staff
 - Supports committee by helping to identify ways Bethany staff can assist committee
- **Team Members**
 - Outgoing
 - Team players
 - Hands On -- working committee members
 - Networking Skills
 - Members of Bethany

5.2 Team Roles

- **Team Lead**
 - Identify potential Team members
 - Schedule meetings
 - Facilitate meetings
 - Support Team members
 - Delegate to Team Members essential tasks
- **Team Assistant Lead**
 - Serves as Team Lead when Team Lead is unavailable
 - Assistant Lead will assume the role of Lead in the following year

- **Secretary**
 - Keeps records of meetings
 - Keeps list of current Team Members
 - Facilitates communication with and between Team Members
- **Pastoral Staff - Ruth Ann Loughery**
 - Provides spiritual guidance to the committee to ensure the committee stays focused on the Mission, Vision and Goals of the Church
 - Serves as a liaison between the Committee and the Senior Pastor
- **Administrative Staff - Janice**
 - Provides administrative support to the committee
 - Serves as a liaison between the Committee and the Church's administrative staff
 - Keeps track of new Ministry Teams that form and keeps an updated list of all active members of various Ministry Teams
- **Council Liaison**
 - Supports committee and serves as a Team Member
 - Reports to Church Council when additional support or resources are needed by the Committee
- **Team Members**
 - Attend meetings and provide insight, suggestions and advice to assist the Team in fulfilling its objectives
 - Serve as the responsible Team Member for one or more tasks identified and defined by the Team
 - Assist Team Lead in recruiting others to the Team and to serve as host families
 - Serve as a liaison between the Team and any Ministry Teams with which the member is already affiliated.

5.3 Expectations of All Team Members

- Pray with and for all members of the Team seeking God's wisdom and guidance in all that you do
- Participate in Team-related meetings.
- Make a positive contribution to the success of the Team.
- Identify and communicate to Team Lead any issues, risks, or other impacts.
- Timely complete all assigned responsibilities
- Provide back up and support to all Team Members when necessary

5.4 Team Member's Expectations of the Team Lead:

- Provide timely and appropriate communications.
- Provide timely and appropriate feedback.
- Keep Team on task and focused
- Keep meetings focused and purposeful

6.0 Communications Plan

Vehicle	Objective	Frequency	Responsible Party
Email	Update Team members regarding schedule and status of various items	Monthly	Team Secretary
Beacon/ Congregational email	Write article to be published in the Beacon and transmitted to the Bethany Community via email regarding status and upcoming tasks and events	Quarterly	Team Member
Council Meetings	Report to the Church Council regarding the Team's goals and objectives and the status	Quarterly	Team Lead/Council Liaison

6.1 Problem Solving

Upon identification of an issue which cannot be resolved through discussions with the parties involved, the following people should be consulted to help resolve the conflict:

- Team Lead
- Executive Committee
- Pastoral Staff
- Senior Pastor

7.0 Budget

7.1 Identification of Budgetary Needs

Annually, the Team should identify and specify its budgetary needs for the following fiscal year. This information should be provided to Joel Halverson by the end of January of each year.