

**Trinity Lutheran Church  
Clarks Summit , PA**

**Worship Ministry Team**

**Charter Meeting: September 14, 2006**

Present: Joe Anderson, Bengt Berg, Suzanne Bolig, Bill Calhoun, Bob Davies, Edith Lloyd, Pat Kiefer, George Mathews, and Bill Oehler.

The meeting was called to order at 6:00 P.M. with prayer and devotions led by Pastor Mathews.

The charter process was reviewed by Bengt Berg. Each of the five Ministry Teams will report directly to the Congregation Council. The essential elements consist of the following:

1. The primary council liaison shall be considered the interim team leader, and will always be the team's spokesperson as a member of the congregation council.
2. The interim team leader shall together with the other current council liaisons identify and recruit team members from the congregation.
3. The teams shall have 6 to 12 members from the congregation.
4. Each team will be facilitated at the first and maybe second meeting in a team building process. The outcome is the writing of the team charter that will give the team a clear vision of its direction and tasks. The "must-have" sections in the charter are: <sup>(1)</sup> Purpose, <sup>(2)</sup> Ground rules, <sup>(3)</sup> Tasks, <sup>(4)</sup> Boundaries, <sup>(5)</sup> Meetings, and <sup>(6)</sup> Measure of success. Some teams may also benefit from having optional sections such as completion dates, budget, reporting status.
5. The teams shall during their initial meeting(s) select the chairperson and the secretary from within its membership.
6. The teams shall authorize, staff, and oversee subcommittees and task forces that are necessary to carry out the team responsibilities.
7. The subcommittees and task forces shall develop their own charters as deemed necessary by the overseeing team.

Bengt Berg began the process with the team by posing several questions and solicited responses from the members:

*What are the benefits from a "team structure?"*

Responses included: less confusion, sense of accomplishment, good recruiting tool, ownership, and clarifies expectations for team members.

*Why have a team charter?*

Responses included: guidelines, purpose of the team defined, responsibilities clarified, buy-in factor to the team concept is strengthened.

The process then moved on to the “must have” sections of the charter:

*Purpose:*

Organizing worship services, planning our worship; long term and short term, enhancing the worship experience of the congregation, and overseeing the responsibilities of the altar guild.

*Ground Rules:*

Everybody’s voice counts, strive for consensus in the decision-making process, start promptly and end promptly, keep focused.

*Tasks:*

Planning for regular and special worship services, managing junior and senior choirs, the altar guild, acolytes, the Sunday nursery, care for altar linens and vestments, providing for necessary supply clergy, oversight of the ushering process, care for the pipe organ, responsible for any other musical instrument issues, responsibility for hymnal and other worship resources. Presently the Altar Guild is the only sub-committee.

*Meetings:*

Initially the ministry team anticipates meeting on the second Thursday of each month at 6:00 P.M. In addition to September 21 at 6:00 PM when the charter process will be resumed, the team will meet on October 12, November 9, and December 14. *(This schedule is being revised (on 09-17-2006) to accommodate the work schedules of all members of the Worship Ministry Team. The Senior Choir will change its rehearsal time from the usual 7:00 PM to 6:30 PM only on the evenings that the Worship Ministry Team meets. The Worship Ministry Team will meet from 7:30 PM to 8:30 PM.)*

Additional sections that need to be considered are “boundaries,” and “measures of team success.”

*Minutes recorded by:  
George Mathews*