

**Trinity Lutheran Church  
Clarks Summit , PA**

**Education Ministry Team**

**Charter Meeting: September 20, 2006**

Present: Pastor Mathews, Kathy Mathews, Bengt Berg, Connie McDonnell, Dick Yost, Debbie Miller, Shirley Buntrock, Janice Huylo, and Carole Hamersly.

The meeting was called to order at 7:10 with a prayer from Pastor Mathews.

Minutes of the last meeting were reviewed as well as the charter as it has been worked out so far. The team continued to work on the charter. A final copy of the rough draft will be distributed as it becomes available.

It was suggested by Pastor Mathews that the team look at the subcommittees and any documents and recruit new volunteers as needed. Subcommittees need to be defined and outlines of responsibilities should be kept and updated as needed.

Pastor described the restructure of council in the following way: Congregation council is relinquishing responsibilities to Ministry teams and teams will report back to council with only what is necessary at the time. Council will not micro manage teams. If there are issues that teams are not able to resolve, council would then take a role. Council should define to the teams what there role is. Charters may be reviewed and changed as necessary by council. Council should receive copy of the charter and make any recommendations of changes to the teams.

The final steps of the charter were worked out and rough draft copies will be distributed for the next meeting when the final draft will be completed. Other goals for the next meeting will be to look at tasks that fall under this team's responsibilities and define what are subcommittees and what are Task Forces. As defined a Task Force is put in place to complete a task and then is disbanded. A subcommittee is responsible for ongoing needs.

The next meeting will be held on Wednesday, October 3, 2006 at 7:00 PM.

Carole Hamersly