

Facilitation Team Charter

TEAM NAME: Facilitation Committee

SPONSORING COMMITTEE OR TEAM: Webster Presbyterian Session

WHO IS ON THE TEAM

- | | |
|-----------------------------|--|
| 1. ELDER 1 | Experienced Elder, Parent - Young Adult or children |
| 2. ELDER 2 | Experienced Elder, Parent – WAM, mission |
| 3. ELDER 3 | Experienced Elder, finance, Campus or personnel |
| 4. Keith Uffman | Head of Staff (primarily) |
| 5. Helen De Leon | Associate Pastor |
| 6. Deacon | Ad hoc? Consider Deacon Chair/Moderator |
| 7. 1-3 Congregation members | preferably with prior committee membership or experience |
| 8. Trustee | Ad Hoc member |
| 9. Personnel | Ad Hoc Committee chair or member |

Membership:

- Not a long term membership, fixed time on committee. No longer than 5 years on committee.
- Membership shall include Elders with experience in the following
 - youth / family ministry is required
 - finance committee membership is required,
 - Campus and/or fellowship,
 - Worship and Music is required,
 - And mission committee is required.

Chair: Senior sitting elder or Elected by the committee, approved by session.

WHO ELSE NEEDS TO KNOW?

| Type | Communication | Comments |
|--------------------|---|----------------------------|
| Session | Motions and progress | Each Session meeting |
| Personnel | Part of hiring team | Each meeting and email |
| Staff – ordained | Approve of committee | Actively Involved |
| Staff – All others | Awareness | |
| <i>Deacons</i> | <i>Input and progress, face to face</i> | <i>Initial is complete</i> |

WHY DO WE EXIST?

As part of the ongoing review of the church vision alignment and resources we are looking at our ministry to all God's children from young children to youth to all adults. The group is recommending the creation of a single "Coordination Committee" that will provide facilitation and integration between the major groups of the church. Specifically this committee will:

- Improve the ability of Webster Presbyterian Church to minister holistically to each other
- Support our vision with effective use of the Webster Presbyterian Church resources through clear alignment between the vision and WPC resources.
- Support our vision through effective communication, coordination, and discussion between the committees, Pastors, and Ruling Elders. **Connect the Dots**
- Reduce overlap, miscommunication, and confusion between teams
- Gets it going team – **Get it Done**
- Show clear alignment and priority to the vision and mission of the church
- Moving us to the new future vision

WHAT WILL THE TEAM DO?

This Coordination Committee will focus on the interfaces between the major committees, Ruling Elder, and Pastors to align our activities support the long term church vision. This includes the following items:

1. Meet 9-12 times annually
2. Conduct a review of WPC activities:
 - a. 1-3 months out
 - b. 4-6 months out
 - c. 6 months out
3. Talk with committees and possibly attend some committee meetings periodically, some regularly
4. Champion robust cross committee collaboration
5. Champion technology driven meeting support where possible
6. Work together to provide prioritization of activities with strong alignment to the vision:
 - a. Using agreed upon decision criteria
 - b. Provide documented impact to vision
 - c. Provide documented impact to budget
 - d. Support motions to session
7. Develop and implement a Collaboration Plan

DELIVERABLES

Integrated Church calendar

Connect the Dots - Unified *committee* plans and activities with visible actions

Meeting minutes and action items

Visible alignment of activities to the church vision

Get it moving – motion

Support for and or motions for session to approve

WHAT ARE WE NOT DOING?

- Changing the existing schedules or programs
- Changing the elders, deacons, or other staff members
- Going outside of overall session guidelines.
- Changing existing policies – session and personnel
- Changing personnel hiring procedures
- Superseding session governance

CHANGE TRACKING

| <u>Who</u> | <u>Date</u> | <u>Description</u> |
|-------------|-------------|-------------------------------|
| ROTF | 11/5/17 | Original document |
| ROTF | 4/27/18 | Updates |
| ROTF - LDS | 6/5/18 | Updates from previous meeting |
| LDS, KU, KW | 6/7/18 | Updates from meeting |