**Witness Ministry Team Charter**

Updated by: Witness Team

Date Approved by Council: Nov. 9, 2018

**Purpose of the Ministry Team**

## Guided by the Holy Spirit, Witness Ministry works to inspire, challenge, teach and guide everyone to go joyfully into our homes and community with the saving message of Jesus Christ.

**Team Members:**

* Kim Kurtz (Chair)
* Becca Braun
* Abby Strobel
* Sarah Alsleben
* Tricia Mackenthun
* Cara Willems
* Julie Grams
* Katie Feltmann
* Mike Fasching
* Pastor Eric Aune

## Report-ability

## Responsible for the following reporting documents:

|  |  |  |  |
| --- | --- | --- | --- |
| Report name | Purpose | Timeline | Submit to |
| Annual Budget Request | To request funds from Mission and Ministry budget for ASLC Sponsored events. | Written requests due October 31st of each year. | Church Council President and Chair of the Finance Ministry Team.  |
| Annual Event Report | To provide an annual report of the ministry team regarding planned events and outcomes.  | Report is due October 31st of each year.  | Church Council President |
| Agendas, Meeting Notes and Summaries | Planning documents of plans and outcomes for Witness events. | As necessary for timely planning and follow up for the 4 planned meetings. | Members of the Ministry Team, Church Council President and Secretary of the Council.  |

## Ministry Team Meetings

## Meet every other month on Tuesday evenings.

## Meeting Agenda

|  |  |
| --- | --- |
|  Goal: Plan 1 spring event |  |
|  Goal: Follow up on spring event  |  |
|  Goal: To plan 1 summer events  |  |
|  Goal: To plan 2 fall events. (GWOG and one other) |  |
|  Goal: Follow up on fall events |  |

**Applicable Bylaw language**

C13.06.01. Define Responsibilities of Congregation Council Committees

 a. Each Ministry team will maintain current charters (C4.04.03) for their ministry team including purpose, scope, responsibilities and frequency of meetings.

 b. Perform any other duties as defined by the Congregation Council

C13.06.02. Duties of the Ministry Team Chairpersons

 a. Each Ministry Team will have an identified Chairperson.

 b. Prepare an annual budget request for their respective ministry team.

 c. Prepare an annual report for their respective ministry team.

 d. Oversee the direction and work of their ministry team.

 e. Present a report of its activities to the Congregation Council at the monthly meetings.

 f. Prepare agendas, notes and summary reports as necessary.

 g. Perform any other duties as defined by the Congregation Council.

C13.06.03. No ministry teams or organizations within the church shall store church money in external or personal checking/savings accounts.

C13.06.04. All Ministry Teams (C4.04.02), shall submit an annual report to the church office at least 30 days prior to the annual meeting.

**Applicable Budget**

$500.00

**Responsibilities/Reoccurring Events**

● Gods Work Our Hands Sunday: Annual Fall Event

● Stiftungsfest Parade (Every 5 years: 2016, 2021, 2026)

● Firefighter/First Responder appreciation event