

Team Charter Standard

MAYFLOWER CHURCH

Team Charter Standard

Streamline System 06 — Org Chart, Oversight, and Team Charters

Approved by the Servants Council on July 11, 2026.

Governing Principle

A team that knows its charge serves with confidence.

A charter is not a job description and not a wish list. It is the standing answer to one question: what has the overseeing board commissioned this team to carry, and where are the edges of that work? When a team knows the size and shape of its charge, it can say a glad yes to what is theirs and a clear no to what is not.

Purpose

This page sets the canonical form for every Mayflower ministry team charter. It exists so that a leader appointed to a team, a board that oversees one, and a member who serves on one can all read the same one page and agree on what the team is for, how big the work is, and who is responsible for it. The charter is the team-level mandate. It is approved by the overseeing board chair and ratified by the Servants Council, which holds the standing responsibility to receive and approve Ministry Team charters (Bylaws Art. II §B 4.c.7).

A charter is standing and evergreen. It does not expire on a calendar year. It is reviewed each August at the Leadership Summit and re-ratified by the Servants Council only when the work materially changes.

What a charter is, and what it is not

The charter sits in a family of four documents. Each answers a different question at a different altitude. The charter must not duplicate the other three.

Document	Altitude	Answers	Where it lives
Team Charter	The team	Why this team exists, what it is commissioned to carry, scope in and out, scale, oversight, resources, health, review	System 06
Position Description	The leader	The leader's role, qualifications, term, time commitment, selection	System 07
Annual Goals	The year	This year's 3 to 5 measurable targets inside the mandate	System 14
Volunteer Chapter	The members	How members are recruited, equipped, and retained	System 06

The charter is the stable mandate. The annual goals are the yearly layer set inside it at the August Summit. If a line you are about to write names this year's number, a target date, or a single event, it belongs in the annual goals, not the charter. If it names the leader's qualifications or hours, it belongs in the position description. Keep the charter at the team altitude.

The standard form

Every Mayflower team charter is one page and uses these eleven fields in this order. If a field does not earn its place for a team this size, cut it rather than pad it. Plain prose and short bullets. No filler.

MAYFLOWER CHURCH

[Team Name] Charter

Streamline System 06 — Team Charters

DRAFT for consideration by the Servants Council at its meeting on [date]. Not yet ratified. Upon ratification this becomes a standing charter, reviewed at each August Leadership Summit and re-ratified on material change.

Governing Principle

[One memorable line that names this team's heart.]

[One or two sentences unpacking it.]

1. Oversight (the home)

Overseeing board: [Elders / Deacons]. Day-to-day point person: [Senior Pastor, or named staff]. Every team has a home; this team works first with the board above.

2. Purpose

[Two or three plain sentences. Why this team exists and which of the church's callings it serves.]

3. Priority-ministry link

This team serves and overflows from [one or more of the Five Priority Ministries We Guard, System 01].

4. The Commission

[The load-bearing field. One paragraph stating what the overseeing board has commissioned this team to carry and the scale of that work. Name the size and shape plainly: how often, how many, how wide. This is the scope-and-scale sentence the rest of the charter defends.]

5. In scope / Out of scope

In scope:

- [Bullets naming what this team owns.]

Out of scope:

- [Bullets naming what this team does not carry, especially where a sibling team or board holds it instead. This is where overlaps and gaps get resolved on paper.]

6. Scale

Shape: [core team size; whether it expands for events; commitment categories drawn from the Volunteer Chapter]. The team recruits and mobilizes others rather than absorbing every task itself.

7. Key responsibilities

- [Plain bullets, team-level, not this year's tasks.]

8. Coordination

- [Which teams and boards this team hands off to or receives from, and what crosses the line each way.]

9. Resources

Budget line: [name] administered by [role]. Facilities needs are coordinated with the Trustees. Scheduling runs through Planning Center.

10. Health indicators

A few faithfulness-shaped signs the team is alive and serving well. Not vanity metrics. The year's specific targets live in the System 14 annual goals, set with the overseeing board each August.

- [Indicators.]

11. Review and approval

Standing charter, reviewed annually at the August Leadership Summit. Re-ratified by the Servants Council on material change. Escalation beyond the team's or board's authority follows the Decision-Making Framework (System 09). Leadership succession follows the Leadership Handoff Guidelines (System 12).

Commissioned by: [Overseeing Board] Chair _____ Date _____

Ratified into the operations documentation by: Servants Council _____ Date _____

Drafting guide

Write the Commission first; everything else defends it. State plainly what the board is asking the team to carry and how big that work is, then let In scope and Out of scope draw the edges so the team neither overlaps a sibling nor leaves a gap. Keep every line at the team altitude: if it names this year's number it belongs in the System 14 annual goals, if it names the leader it belongs in the System 07 position description, if it names how members are recruited it belongs in the Volunteer Chapter. Use no DISC test and no spiritual-gifts inventory; giftedness, passion, and fit are the right

language. One page, plain American English, theology that breathes through the work rather than decorating it. When a team's charge cannot fit on one scannable page, the charge is unclear, not too large.

Sources

- Mayflower Church Constitution and Bylaws, Art. II §B 4.c.7 (Servants Council receives and approves Ministry Team charters); Art. II §B 1.c.2 (board oversight of ministry).
- Streamline System 01 — The Five Priority Ministries We Guard.
- Streamline System 06 — Org Chart, Team-to-Board Oversight Map, Volunteer Chapter.
- Streamline System 07 — Role Clarity (Position Descriptions).
- Streamline System 09 — Decision-Making Framework.
- Streamline System 14 — Annual Goals and Evaluation.
- Streamline System 12 — Leadership Handoff Guidelines.
- Prior team charter drafts (Missions, Hospitality, AV, Nursery, Sanctuary), Basecamp archive, the form upgraded here.

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