

# East Shore ACE Media Staff Team Charter

2018 - 2019

## Section A: Name

The name of the Team is ACE Media Team.

## Section B: Purpose

1. What is the purpose of your group?

The ACE Media Team is a Core Team that supports the audio and video needs of the church. The team provides audio and visual production support for Sunday services, memorial services, and other events where audio and /or visual services are required. Team members may also lend their expertise and facilitate other IT projects on campus in collaboration with the Facilities Team.

2. How is your work related to one or more of our Seven Principles?

To enable spiritual growth of the congregation and its ability to live according to our Seven Principles by assisting in the preparation and presentation of weekly services and other events.

3. How does your group connect with East Shore's Mission and Vision?

The mission statement of East Shore Unitarian Church is "We practice love, explore spirituality, build community and practice justice". The ACE Media Team assists the church in its efforts towards its Mission by ensuring that other committees, ministries, and teams have the audio and visual tools they need to make their programs and events meaningful and successful

4. Do you have an agreed upon set of Right Relations guidelines?

Yes – Document dated 2/25/2018

5. What relationship does your group have, if any, to the 2018/19 Ends?

Worship services and other events that ACE media assists with are important community building and spiritual exploration opportunities for the congregation as well as being a public face of East Shore. ACE strives to support these experiences in a professional and enjoyable manner, aiming to promote a healthier culture (Goal

2 bullet 1) and membership satisfaction, retention and growth (Goal 2 bullet 4). This in turn may increase pledging strength within the Five-Year Financial Strategy Plan (Goal 1)

6. What are your specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

- a. Recruit and train at least 3 new team members to include younger members of the congregation.
- b. Develop an annual budget for 2018-2019, and a 3-year major purchase budget.
- c. Maintain the installed and portable audio and visual equipment.
- d. Evaluate new methods which have the possibility of improving the capabilities of the team and providing additional services to the committees being supported consistent with budgetary constraints.

The expected impact of these goals is to maintain and improve our media services in support of the church achieving its Mission and Ends. ACE will evaluate its impact by reviewing progress toward or completion of the goals at a meeting each year in the late spring.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

ACE Media Team is a Core Team. The Music Director is the staff liaison for the team.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

Members are: Lee Winstrom, Co-chair, Ralph Lutz Co-chair, Earl Fleehart Training Officer, Alan Moritis, Dennis Fleck, Lee Dorigan, Dave Korthals, Steve Wellons, Peter Hiltz, Ed Rittenhouse, Bob Weiss. Member in training Logan Cox.

The Team consists of two co-chairpersons and at least 10 members at large. Meetings will be held a minimum of once a quarter, with more frequent meetings from September through May. Training sessions will be included at each meeting.

3. What are the leadership roles and responsibilities within your group?

The co-chairs prepare and administer the budget, supervise the purchase of electronic equipment and supplies, prepare the duty schedule for services and events, staff special events, schedule and lead committee meetings and generally install and maintain ACE's A/V equipment and infrastructure.

4. How are leaders determined, and what are their term limits?

During the regular quarterly meetings, members can request a change in leadership either verbally or in writing. The leadership will then be determined by a majority of the members present.

Because of the experience required, longer than normal term limits are needed. Chairs will have term limits of five years, with the option of a second five year term for a maximum of ten years of total service. After that at least one year out of leadership (may still be on the ACE team) is required before serving again. If ACE is not able to find anyone with enough experience to lead the team at the end of a current chair's term, they may vote to extend the current chair on an interim basis until a new chair is found.

5. What, if any, are the term limits for your members?

Due to the extensive training required, there is no time limit the members can serve on the team.

6. How are decisions made in your group (consensus, majority vote, officers, supermajority (percent)? What quorum is needed? Is email vote allowed?

Decisions concerning the resolution of situations within the team are made by consensus. The team supports the minister, music director, worship committee and facilities manager, and any changes required by those entities are passed on to the Co-chairs. Email may be used to facilitate decisions.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

Most of the correspondence between team members and between the team and other entities are by email. Once there is resolution, no further action is necessary. The Co-chairs keep a copy of all emails.

8. How are members recruited and oriented to your team?

By articles in the Beacon, by e-blast, or word of mouth. New members are oriented by regular training sessions at meetings and on the job mentoring.

9. What, if any, qualifications are required for membership or leadership?

Members must complete training in the three positions for which the team is responsible. The operation of the computer and projector for showing videos and pictures, the setup of the sound system including recording of all services, and the operation of the iPad during the services to control the level and control of the microphones.

The leadership should have a good working knowledge of all equipment and be able to communicate that information and the other requirements needed from the team by other teams.

10. How does your group communicate and collaborate with the larger East Shore community?

The ACE Team communicates with other organizations in the church either directly or by email. It collaborates with the Minister, Worship Team, and Music Director for services.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

Either Co-chair could approve.

12. What types of decisions is your group authorized to make?

ACE is authorized to make decisions about maintenance, replacement or purchase of equipment for ESUC's audio visual needs within its budget, about meetings, recruiting, and trainings.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

ACE recommends a yearly budget to the budget team. Recommendations are made to the Minister and Music Director for how to better use existing equipment to enhance the services. ACE also recommends best practices for preorganization and execution of services.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

No!

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The team will continue to exist as long as East Shore conducts services.

#### **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?

The team will submit an annual budget and a proposed 3-year budget.

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

The team will reduce its expenses. Note – ACE’s budget comes primarily from A/V fees paid to the church for non-church or performance events and services. It is possible that ACE would be able to increase the fees it generates. If not, it would need to reduce its expenses if its Operating Fund request were not granted.

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: “Your donation goes to East Shore’s operating funds which supports (name of your team) and other programs.”

No fundraising is anticipated.

4. What kind of decision process exists for how money is used?

The team produces an annual budget describing the anticipated expenditures. If the budget is approved, then the Co-chairs are authorized to spend money on items in the budget. Budget items may be adjusted during the year depending on the actual needs of the church, but the overall budget may not be exceeded. The budget itself may be adjusted depending on the fiscal needs of the church.

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

Either Co-chair is authorized to approve team expenses. If one Co-chair purchases an item, the other Co-chair approves the expenses.

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

No.

Signed:

Lee Winstrom, Co-Chair

Ralph Lutz, Co-Chair

### **Ace Team Right Relations Covenant**

1. We will start and end meetings on time.
2. We will stay on topic and be respectful when others are speaking.
3. Each of us will only speak from our experience. Do not include comments from others not at the meeting unless you are willing to name the person you are referring to and exactly what their comment(s) were.
4. One speaker at a time, please. Multiple conversations at the table are not beneficial. However, if you have something to add to the subject, please feel free to comment after the previous speaker has finished.