

POSITION: BOARD OF CHRISTIAN EDUCATION

ACCOUNTABLE TO: Voters Assembly

PURPOSE: To guide the congregation's ongoing religious education efforts for all members, child and adult, as well as for prospective members.

DUTIES AND RESPONSIBILITIES:

1. Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.
2. Establish all policies, subject to review of the church council, for all Board of Education activities, programs, and events in the congregation.
3. Work with pastors and various committees, especially the new member committee, on assimilation. The newest member of the Board will serve on the nomination committee, and the senior member on the budget committee.
4. Provide administration, aid, and account for the following responsibilities:
 - Writing reports for Tidings, the Voters' meetings, and Council of the activities of the Board of Education
 - Obtain School of Religion teachers, curriculum, and food committees for S.O.R. -Be available to assist the S.O.R. and Sunday School superintendents -Attend Council meetings regularly
 - Assist the Youth Ministry Team and/or D.C.E.
 - Aid the Pre-School with their annual Christmas and Graduation programs by serving food and punch, setting-up what is needed, and cleaning up after the programs
 - Engage in employment of Pre-school employees, establishing their pay, and keeping their contracts up to date on a yearly basis
 - Assist with V.B.S. in finding a director and in the obtainment of curriculum
 - Recruit Junior and Senior High Youth Leaders/Sponsors to aid the D.C.E.
 - Keep the lines of communication open at all times between the D.C.E. and other parties -Organize Sunday School Rally Day annually
 - Organize Teacher Appreciation Dinner annually
5. Make recommendations for the improvement of the congregation's religious educational activities.
6. Meet monthly and attend church council meetings and may be asked to sit in on YMT meetings as desired.