

CONGREGATIONAL MINISTRY DESCRIPTION
Trinity Lutheran Church, Savannah, Georgia

MINISTRY NAME

BOARD OF CHRISTIAN EDUCATION

PURPOSE

- To guide the congregation's ongoing Christian education efforts, and provide learning opportunities for all members, child and adult, as well as for prospective members.
- To strengthen the Christian home and help equip the parents, children, and young people for Christian family living.
- To provide and promote cooperative leadership education to, and oversight and coordination of, volunteer members involved in Christian Education.

COMPOSITION & ORGANIZATION

- The Board of Christian Education, hereafter referred to as the BOARD, shall normally consist of a CHAIR and recruited voting members of the congregation. The CHAIR is elected by the voting members of the congregation at an appropriate and regularly scheduled Voter's Assembly meeting.
- The Chair will serve a term as specified in the church Bylaws, and is a designated voting member of the Church Council. Willing and able voting members of the congregation will be recruited to serve on the BOARD and its various subcommittees. In the absence of an elected candidate to serve as the CHAIR, the Sunday School Superintendent will serve as the CHAIR until 1) the election of a candidate to the CHAIR position at the next scheduled Voter's Assembly meeting in which candidates are elected, or 2) the Church Council appoints an individual to the position.
- There shall be a minimum of three persons, excepting the CHAIR, serving on the BOARD.
- There shall be no limit to the maximum number of persons serving to accomplish the functions of the BOARD.
- The BOARD, under normal circumstances, shall meet at least once each month, except up to twice per year at the discretion of the CHAIR, provided sufficient advance notice is communicated to all BOARD members.
- A background check is required for each member of the BOARD.

ACCOUNTABILITY

- The CHAIR is accountable to the Church Council, with oversight and guidance provided by the Director of Christian Education.

QUALIFICATIONS

- The CHAIR shall have the talents, necessary aptitude, and commitment to function as a member of the Church Council.
- They shall be a committed Christian, capable of receiving direction from and cooperatively working with the Sunday School Superintendent, facilitating the direction of other BOARD members, and interacting with congregational members of all ages.
- Background check required.

RESPONSIBILITIES OF THE CHAIR

The CHAIR of the BOARD shall:

- Assist in the establishment and communication of goals and activities for the BOARD.

- Schedule, set and distribute the agenda, and preside at the regular meetings of the BOARD.
- Help identify, recruit, and train lay adult volunteers for positions within the Board, and recommend them to Church Council for approval. Ensure background checks are completed for all Board members.
- Appoint subcommittees and individuals to plan and implement the various activities of the BOARD.
- Report, in writing, the status and recommendations of the BOARD to Church Council and the Voter's Assembly.
- With appropriate advance notice provided to all BOARD members, call special meetings of the BOARD, reschedule, or cancel any regular meetings.
- Appoint, when necessary, a BOARD member as a substitute for the CHAIR and assume their duties.
- Seek the counsel of the Pastors and other church leadership in the development and administration of Christian Education programs.
- Cooperatively manage the conduct of all programs associated with Christian Education.
- Assist in the development and administration of an annual budget for the Christian Education programs.
- Recognize, inform, and consult with the President of the Church Council if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied. Should the CHAIR decide to quit their position, and barring an emergency situation, they are to 1) provide sufficient notice and reason to the President so as not to disrupt the operations of the BOARD. 2) continue in their position for 30 days, or until such time as their replacement has been designated, whichever comes first and 3) work in conjunction with the new CHAIR and Church Council to affect a smooth transition of any work in progress.

RESPONSIBILITIES OF BOARD MEMBERS

Members of the BOARD shall:

- Serve for a period of one year or, at the discretion of the CHAIR, the requisite amount of time required to fulfill their assignments. Complete required documents for background checks.
- Carry out the assignments entrusted them by the CHAIR. • Attend and participate in regular meetings of the BOARD.
- Recognize, inform, and consult with the CHAIR if additional assistance in meeting their commitments is required.
- Recognize, inform, and consult with the CHAIR if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied.

GENERAL RESPONSIBILITIES OF THE BOARD

- Work with the appropriate committees, officers, and other church leaders to carry out the educational efforts of the church.
- Communicate regularly to ensure mutual understanding of goals, objectives, and activities.
- Foster spiritual growth in the life of the individual Christian.
- Provide learning opportunities for both members and non-members of all ages.
- Provide input as necessary to assist in the preparation of an annual budget for the BOARD.
- Act as a steward of the resources made available to the BOARD.

- Ensure that supplies, materials, and equipment are available as authorized and necessary for the conduct of educational programs. Oversee the care of equipment related to Christian Education.
- Plan, implement, and conduct Vacation Bible School.
- With input from the Pastoral and ministerial staff, help to identify, recruit, and appoint leaders of Sunday School and Vacation Bible School.
- Coordinate the operation and staffing of the Nursery.
- Promote and coordinate Christian Education within the community, in cooperation with the Board of Evangelism.
- Encourage continued and increasing participation of congregational members in various opportunities of Bible study, in both individual and group settings.
- Regularly review the availability and condition of facilities to ensure continued educational opportunities within the congregation, and make recommendations to the appropriate groups in the church concerning any needed change