

## Adult Christian Education Committee Job Description

### Mission statement:

*2<sup>nd</sup> Peter 1:5-7* <sup>5</sup>For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; <sup>6</sup>and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; <sup>7</sup>and to godliness, brotherly kindness; and to brotherly kindness, love.

*1<sup>st</sup> Peter 1:13-13* Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given you when Jesus Christ is revealed.

To plan and provide for a balanced diet of Adult Sunday Christian Education classes throughout the academic year, ensuring class offerings include Biblical study (Word), discipleship (Walk), experiential (Worship) and topical and fellowship classes each quarter.

### Job Categories:

1. Chair-Jim Yoder
  - Set agenda
  - Lead meetings
  - Community life commission (meet quarterly)
  - Attending to vision, mission, and purpose of committee
  - Annual meeting with Children's Sunday School superintendent (summer)
  
2. Secretary-Carissa Sweigart
  - Take minutes
  - Organize minutes in notebook for posterity
  - Makes calendar updates
  - Distribute minutes
  - Writes annual report (or chair)
  - Submit budget request (or chair) – maybe submit proposal to chair
  
3. Communication
  - Put together class descriptions
  - Distribute half-sheets to boxes 2 weeks before start of quarter
  - Visitor information half-sheets (stack on visitor information bookcase)
  - Updating bulletin boards, signs, and maps
  - Update the website
  
4. Teacher Liaison-Reta Finger
  - Making request for new teachers
  - Check in on classes (at least once quarterly)
  - Teacher attendance/feedback sheet maintenance
  - Stocking and resourcing room supplies
  - Feedback from congregation on ideas
  - Handle curriculum requests/ordering
  - Gather class descriptions (blurbs)
  - Collect Course Resource/Feedback sheet from teachers

### Committee

- Everyone attends a minimum of four committee meetings per year
  - Fall Quarter
  - Winter Quarter
  - Spring Quarter

- Mini-term

**Timeline for typical quarter:**

- 1<sup>st</sup> Sunday of quarter Visitor half-sheets
  - Maps, signs, bulletin boards updated
- 3 weeks prior to start of quarter – half sheets in mailboxes
- 4-6 weeks prior: Teacher orientation (contact teachers for supplies/materials requests)
  - Obtain class descriptions (blurbs) from teachers
- 2-3 quarters prior: future planning for classes
- 4-5 weeks after start of quarter:
  - contact current teachers for feedback
- End of quarter: Collect course resource/feedback sheets

Annual tasks:

1. Annual reports (November)
2. Budget requests (fall?)
3. Get input from pastoral team regarding possible topics for following year

NOTEBOOK!

- Minutes
- Planning grid
- Committee descriptions
- Curriculum resources
- Annual reports
- Budgets

Meeting dates

- middle of quarters (after teacher check-up)

**Timeline**

**July/August (Prepare for first quarter) First Quarter Dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Date Due</b>                         | <b>Description</b>   | <b>Person Responsible</b> | <b>completed</b> |
|---|--|---------------------------|------------------|
| 4-6 weeks prior<br><b>Dates:</b> _____  | Teacher orientation (contact teachers for supplies/materials requests) | Teacher Liaison           |                  |
| 4-6 weeks prior:<br><b>Dates:</b> _____ | Obtain class descriptions from teachers                                | Teacher Liaison           |                  |
| 3 weeks prior:<br><b>Dates:</b> _____   | Half sheet description of classes in mailboxes                         | Communications            |                  |
|   | Begin planning for spring quarter/next year's class offerings          | Committee                 |                  |

**September (Begin First Quarter) First Quarter Dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Dates</b>   | <b>Description</b>  | <b>Person Responsible</b> | <b>completed</b> |
|--|---|---------------------------|------------------|
| Day 1 1 <sup>st</sup> Quarter:<br><b>Date:</b> _____ | Have half sheet descriptions of classes available to hand to visitors | Communications            |                  |
| Day 1 1 <sup>st</sup> Quarter:<br><b>Date:</b> _____ | Maps, signs and bulletin boards are updated.                          | Communications            |                  |

**October/November (Prepare for 2<sup>nd</sup> quarter) 2<sup>nd</sup> quarter dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Date Due</b>   | <b>Description</b>   | <b>Person Responsible</b> | <b>completed</b> |
|---|--|---------------------------|------------------|
| 4-5 weeks after start of 1 <sup>st</sup> quarter<br><b>Dates:</b> _____ | Contact current teachers for feedback                                  | Teacher Liaison           |                  |
| Mid-quarter<br><b>Date:</b> _____                                       | Committee Meeting- Begin planning for next year's class offerings      | Chair/Committee           |                  |
| 4-6 weeks prior<br><b>Dates:</b> _____                                  | Teacher orientation (contact teachers for supplies/materials requests) | Teacher Liaison           |                  |
| 4-6 weeks prior:<br><b>Dates:</b> _____                                 | Obtain class descriptions from teachers                                | Teacher Liaison           |                  |
| 3 weeks prior:<br><b>Dates:</b> _____                                   | Half sheet description of classes in mailboxes                         | Communications            |                  |
| Prior to church council meeting<br><b>Date:</b> _____                   | Prepare annual report  | Secretary/Chair           |                  |
| Prior to budget meeting<br><b>Date:</b> _____                           | Submit budget requests   | Secretary/Chair           |                  |
| End of 1 <sup>st</sup> quarter<br><b>Date:</b> _____                    | Collect Course Resource/Feedback sheet from teachers                   | Teacher Liaison           |                  |

**November/December (Begin 2<sup>nd</sup> Quarter) 2<sup>nd</sup> Quarter Dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Dates</b>   | <b>Description</b>  | <b>Person Responsible</b> | <b>completed</b> |
|--|---|---------------------------|------------------|
| Day 1 2 <sup>nd</sup> Quarter:<br><b>Date:</b> _____ | Have half sheet descriptions of classes available to hand to visitors | Communications            |                  |
| Day 1 2 <sup>nd</sup> Quarter<br><b>Date:</b> _____  | Maps, signs and bulletin boards are updated.                          | Communications            |                  |

**January/February (Prepare for 3<sup>rd</sup> quarter) 3<sup>rd</sup> quarter dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Date Due</b>   | <b>Description</b>  | <b>Person Responsible</b> | <b>complete d</b> |
|---|---|---------------------------|-------------------|
| 4-5 weeks after start of 2 <sup>nd</sup> quarter<br><b>Dates:</b> _____ | Contact current teachers for feedback   | Teacher Liaison           |                   |
| Mid-quarter<br><b>Date:</b> _____                                       | Committee Meeting- Begin planning for next year's class offerings and/or following year's | Chair/Committee           |                   |
| 4-6 weeks prior<br><b>Dates:</b> _____                                  | Teacher orientation (contact teachers for supplies/materials requests)                    | Teacher Liaison           |                   |
| 4-6 weeks prior:<br><b>Dates:</b> _____                                 | Obtain class descriptions from teachers   | Teacher Liaison           |                   |
| 3 weeks prior:<br><b>Dates:</b> _____                                   | Half sheet description of classes in mailboxes  | Communications            |                   |
| End of 2 <sup>nd</sup> quarter<br>Date: _____                           | Collect Course Resource/Feedback sheet from teachers                                      | Teacher Liaison           |                   |

**February/March (Begin 3<sup>rd</sup> Quarter) 3<sup>rd</sup> Quarter Dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Dates</b>   | <b>Description</b>  | <b>Person Responsible</b> | <b>completed</b> |
|--|---|---------------------------|------------------|
| Day 1 3 <sup>rd</sup> Quarter:<br><b>Date:</b> _____ | Have half sheet descriptions of classes available to hand to visitors | Communications            |                  |
| Day 1 3 <sup>rd</sup> Quarter<br><b>Date:</b> _____  | Maps, signs and bulletin boards are updated.                          | Communications            |                  |

**April/May (Prepare for Mini Term) Mini term dates: \_\_\_\_\_ - \_\_\_\_\_**

| <b>Date Due</b>   | <b>Description</b>  | <b>Person Responsible</b> | <b>completed</b> |
|---|---|---------------------------|------------------|
| 4-5 weeks after start of 3 <sup>rd</sup> quarter<br><b>Dates:</b> _____ | Contact current teachers for feedback   | Teacher Liaison           |                  |
| Mid-quarter<br><b>Date:</b> _____                                       | Committee Meeting- Begin planning for next year's class offerings and/or following year's | Chair/Committee           |                  |
| 4-6 weeks prior<br><b>Dates:</b> _____                                  | Teacher orientation (contact teachers for supplies/materials requests)                    | Teacher Liaison           |                  |
| 4-6 weeks prior:<br><b>Dates:</b> _____                                 | Obtain class descriptions from teachers   | Teacher Liaison           |                  |
| 3 weeks prior:<br><b>Dates:</b> _____                                   | Half sheet description of classes in mailboxes  | Communications            |                  |
| End of 3 <sup>rd</sup> quarter<br><b>Date:</b> _____                    | Collect Course Resource/Feedback sheet from teachers                                      | Teacher Liaison           |                  |