

## 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 <b>Dates:</b> _____	Teacher orientation (contact teachers for supplies/materials requests)	Teacher Liaison	
4-6 weeks prior: <b>Dates:</b> _____	Obtain class descriptions from teachers	Teacher Liaison	
3 weeks prior: <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: <b>Date:</b> _____	Have half sheet descriptions of classes available to hand to visitors	Communications	
Day 1 1 <sup>st</sup> Quarter: <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 <b>Dates:</b> _____	Contact current teachers for feedback	Teacher Liaison	
Mid-quarter <b>Date:</b> _____	Committee Meeting- Begin planning for next year's class offerings	Chair/Committee	
4-6 weeks prior <b>Dates:</b> _____	Teacher orientation (contact teachers for supplies/materials requests)	Teacher Liaison	
4-6 weeks prior: <b>Dates:</b> _____	Obtain class descriptions from teachers	Teacher Liaison	
3 weeks prior: <b>Dates:</b> _____	Half sheet description of classes in mailboxes	Communications	
Prior to church council meeting <b>Date:</b> _____	Prepare annual report	Secretary/Chair	
Prior to budget meeting <b>Date:</b> _____	Submit budget requests	Secretary/Chair	
End of 1 <sup>st</sup> quarter <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: <b>Date:</b> _____	Have half sheet descriptions of classes available to hand to visitors	Communications	
Day 1 2 <sup>nd</sup> Quarter <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 <b>Dates:</b> _____	Contact current teachers for feedback	Teacher Liaison	
Mid-quarter <b>Date:</b> _____	Committee Meeting- Begin planning for next year's class offerings and/or following year's	Chair/Committee	
4-6 weeks prior <b>Dates:</b> _____	Teacher orientation (contact teachers for supplies/materials requests)	Teacher Liaison	
4-6 weeks prior: <b>Dates:</b> _____	Obtain class descriptions from teachers	Teacher Liaison	
3 weeks prior: <b>Dates:</b> _____	Half sheet description of classes in mailboxes	Communications	
End of 2 <sup>nd</sup> quarter 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: <b>Date:</b> _____	Have half sheet descriptions of classes available to hand to visitors	Communications	
Day 1 3 <sup>rd</sup> Quarter <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 <b>Dates:</b> _____	Contact current teachers for feedback	Teacher Liaison	
Mid-quarter <b>Date:</b> _____	Committee Meeting- Begin planning for next year's class offerings and/or following year's	Chair/Committee	
4-6 weeks prior <b>Dates:</b> _____	Teacher orientation (contact teachers for supplies/materials requests)	Teacher Liaison	
4-6 weeks prior: <b>Dates:</b> _____	Obtain class descriptions from teachers	Teacher Liaison	
3 weeks prior: <b>Dates:</b> _____	Half sheet description of classes in mailboxes	Communications	
End of 3 <sup>rd</sup> quarter <b>Date:</b> _____	Collect Course Resource/Feedback sheet from teachers	Teacher Liaison	