

ELIZABETHTOWN CHURCH OF THE BRETHREN

Christian Education Commission

**Handbook
2017**

Revision Date Nov. 2017

CHRISTIAN EDUCATION COMMISSION RESPONSIBILITIES

Christian Education Commission has the responsibility for providing faith formation experiences through programming that enables participants of all ages to grow in their understanding of God and the Bible. The Commission shall provide intentional instruction in the faith, which encourages maturity and life application. The Commission shall assume responsibility for the development, training and care of teachers and leaders.

COMMISSION MEMBERSHIP

Chairperson:

- Elected by November Council for a three-year term. (Maximum of 2 terms)
- Attends all Board, Executive Board & Council Meetings.
- Prepares Commission meeting agenda.
- Manages C.E. Line Items and Christian Education Fund.
- Approves expenditures to line items and fund.
- Responsible for Commission mailbox.
- Schedules and convenes Commission meetings.

Vice Chair:

- Appointed by the Christian Education Commission for a one-year term.
- Performs Chairperson Responsibilities in Chair's absence.
- Attends all Board meetings.

Commission Secretary:

- Appointed by the Christian Education Commission for a one-year renewable term.
- Records & distributes minutes to the Church Office & Commission within two weeks of the meeting.
- Writes reports to Church Office for Fall and Spring Council Meetings.

One Pastoral Staff Member, Ex Officio:

- Advises Commission
- Administers Child Protection Policy

Two Additional Members:

- One elected by Council & one appointed by Commission

CHRISTIAN EDUCATION APPOINTMENTS:

Sunday Morning Coordinators:

Appointed for a 3-year, renewable term:
Nursery, Pre-Elementary, Adult

- Recruit teachers and volunteers.
- Create teacher and volunteer schedules.
- Maintain supplies.
- Order curriculum or order through (except Nursery)
- Support teachers and volunteers.
- Report to Commission once/quarter.

Sunday Morning Leaders-Jr. & Sr. High

Appointed for a 1-year, renewable term. Teams of 3-4 leaders.

- Create leader schedule.
- Maintain supplies.
- Order curriculum.
- Report to Commission once/quarter

Attendance Counters

Appointed for 1-year, renewable term. Team of 2-3.

- Count attendance in each Sunday morning classroom.
- Report attendance to Church Office.
- Collect offering from children's classrooms & turn into Church Office.
- Maintain offering records in 1st floor supply closet, filing cabinet
- Maintain attendance records in 1st floor supply closet, filing cabinet

TIMELINE

January

- Board Retreat
- Commission Meeting
- Plan for Summer Sunday School
- Choose theme/curriculum/chair/date for VBS
- Discuss plans for special Sunday School Events
- Check-In with Coordinators, Jr. High & Sr. High Leaders

February

- Board, Executive & Commission Meeting
- Teacher Recognition around Valentine's Day
- Discuss VBS
- Finalize Summer Sunday School Plans-All Children & Youth Programming
- Choose Spring/Summer Offering Projects
- Coordinators, Jr. & Sr. High Leaders Order Spring Curriculum
- Cleanout Christian Ed. closet

March

- Board, Executive & Commission Meeting
- Evaluate BLAZE Winter Program
- Evaluate Curriculum for VBS
- Recruit Co-Leaders for VBS
- Recruit Teachers for Summer Sunday School

April

- Board, Executive & Commission Meeting
- Finalize Plans VBS & Summer Sunday School
- Coordinators, Jr. & Sr. High Leaders Order Summer Curriculum
- Mailing-Child Abuse Prevention Curriculum Dates
- Check-In with Coordinators, Jr. High & Sr. High Leaders

May

- Commission and Board Meeting
- Spring Church Council Meeting
- Check-In with Coordinators, Jr. High & Sr. High Leadership
- Order Summer Curriculum
- Update VBS from Co-Leaders
- Update Summer Sunday School
- Clean Out Sunday School rooms and closets- Coordinators or teachers

June

- Board, Executive & Commission Meeting
- Evaluate: BLAZE Spring Program, Pre-Elementary, Jr. High & Sr. High Program
 - -Considerations: Attendance, Strengths, Opportunities, Curriculum, Space
- Determine Fall room assignments based on class sizes. Collaborate w/ Church Off.
- Secure Coordinators & Jr. High & Sr. High Leaders for Fall
- Coordinators, Jr. & Sr. High Order Fall Curriculum
- Coordinate Fall Promotion Sunday with public school schedules & Church Office
- Plan & publicize teacher training event for August ; Utilize PRC or Promote District Event
- Teacher Dedication- Choose Fall date in collaboration with Church Office

July

- Commission Meeting
- Implement/Support VBS
- Review teacher recruitment for Fall including substitute lists
- Choose Fall & Winter Offering Project
- Secure Attendance Counters for new school year

August

- Board, Executive & Commission Meeting
- Conduct teacher training workshop
- Mailing to children and youth inviting students to new Sunday School year
- Check In with Coordinators, Jr. High & Sr. High Leaders
- Evaluate VBS

September

- Board, Executive & Commission Meeting
- Facilitate Teacher Dedication
- Discuss Budget needs for next calendar year & make budget recommendations
- Evaluate teacher training workshop
- Evaluate BLAZE Summer Program
- Evaluate Pre-School, Jr. & Sr. High Summer Programs
- Decide when Child Prevention Curriculum will be taught again

October

- Board, Executive & Commission Meeting
- Submit C.E. Budget recommendations for next calendar year

November

- Board, Commission Meeting & Fall Council Meeting
- Coordinators, Jr. & Sr. High Order Winter Curriculum
- Update Christian Education Commission Handbook
- Choose Feb. date for Teacher Recognition collaborating with Church Office
- Check in with Coordinators and Jr. & Sr. High Leaders

December

- Board, Executive & Commission Meeting
- Evaluate BLAZE Fall Program
- Plan Teacher Recognition content