

EDUCATION AND YOUTH COMMITTEE
JOB DESCRIPTION

The purpose of the Education and Youth Committee is;

to promote the education of the children, youth and adults of the congregation in Christian beliefs and heritage,

to foster the relationships and fellowship among the children and youth in our congregation.

A. Organization

The committee shall consist of two standing sub-committees and the council rep for Education and Youth will chair them each. Each sub committee will meet at least quarterly.

1. The Education Committee shall consist, at the minimum, of the council rep for Education and Youth, the Pastor, the Sunday School Superintendent and a member of the Sunday School teaching staff.
2. The Youth Committee shall consist, at the minimum, of the council rep for Education and Youth, the council liaison for youth, and the youth group advisors.

B. Responsibilities

That the objectives of this committee shall be carried out, the committee, either as a whole, through sub-committees, or through specifically designated individuals, shall;

1. Periodically evaluate the work of this committee and its job description, and make necessary changes.
2. Submit an annual budget request in the form and at the time requested by the Finance Committee.
3. Be responsible for the Christian nurture of children, youth and adults in the congregation, and through them, the community.
4. Establish objective, set policy for, and supervise the total education for: Sunday School, Vacation Bible School, Confirmation classes, the church library, home Bible study groups, youth activity groups, and other educational groups.
5. Approve curriculum for all age groups, analyze the performance of each program and seek improvement.
6. Maintain a "people accounting system" to record members' participation in education and youth programs, and to follow up on uninvolved members. This includes maintaining a "working file" of the children and youth in the congregation by age and grade level.
7. Encourage in every member of the congregation the study of the Bible, privately and in formal and informal groups.

8. Delegate administration of educational and youth activities to qualified persons, interviewing and screening volunteers to assure a safe and Christian environment for the children and youth.
9. Exercise leadership in gathering lists of candidates for vacancies in the teaching and youth advisory staffs, and for properly calling teachers and advisors.
10. Support the educational programs of the congregation's organizations.
11. Consider special classes, courses, conferences and retreats for special purposes and special groups.
12. Consider provisions for special educational opportunities for the mentally and physically challenged.
13. Provide for professional growth of the educational and youth advisory staffs through conferences, conventions, and continuing education, and request funds for the same in the annual budget.
14. Maintain, improve, and cultivate the use of the church library. To this end, a church librarian shall be appointed, who shall have the responsibility for providing materials to the congregation, and recommending additions to the library. An audiovisual section of the library will be maintained.
15. Study and adopt, or adapt, helps suggested by the education department of the Southeastern Synod of the Evangelical Lutheran Church in America.
16. Annually examine the educational facilities and equipment. Make recommendations to the Property Committee as to upkeep, repairs, and replacements as needed. Make recommendations to the church council as to new equipment and facilities needed.
17. Encourage the youth of the congregation to participate in the educational activities as well as group activities and fellowship in a safe, Christian atmosphere.
18. Provide training and education for youth in the leadership and service opportunities within our congregation.
19. Encourage and promote fellowship with other Christian youth organizations within our community and synod.
20. Establish and maintain a "Cradle Roll" program.
21. Provide an annual report to the congregation at the May annual meeting.
22. Provide an annual inventory of the property and assets in the education and youth rooms.

C. Relationships

The Education and Youth committee shall work with all other standing committees of the church to coordinate educational activities within the congregation. This committee shall provide, in conjunction with the Outreach committee, for the *inviting of individuals from the community for leadership and enrichment of the congregation's educational and youth activities*. This committee reports and is responsible to the church council.