

ST. JAMES LUTHERAN CHURCH AND SCHOOL

Board of Christian Education

Position: Board of Christian Education

Accountable To: Leadership Council

Purpose: To assist the ministry staff in offering and managing an on-going Christ-centered religious education for all ages for members as well as for prospective members.

Duties and Responsibilities:

1. Make recommendations and be responsible for improving and keeping religious education activities in alignment with the congregation's mission by setting the vision and establishing goals and objectives and determining policies for the educational agencies within the board's scope.
2. Delegate management of daily operations to the administrator/director of each educational agency of the congregation.
3. Fill appointed positions.
4. Contract staff as needed and secure and approve hiring of school custodial staff.
5. Act as the Call Committee for the calling of teachers for St. James Lutheran School and extends the calls on behalf of the congregation.
6. Act as the Call Committee for the calling of the Principal for St. James Lutheran School and extends the call on behalf of the congregation.
7. Make budgetary recommendations and monitors expenditures under the board's scope.
8. Make regular reports to the Leadership Council and the Voters' Assembly.
9. Confidentiality in all matters.

Qualifications: You must be a committed Christian, member of St. James Lutheran Church, and be diligent in the use of the means of grace. This office has a four (4) year term.

Oversees the following committees/positions and their ministries: St. James School Faculty and Staff, PTL, and Marketing and Recruiting Administrator.

Board Management: The board is made up of seven (7) voting members of the congregation. One member shall be elected as chairperson, one member as co-chairperson and these members will serve as Leadership Council Representatives. The Principal and Pastor are advisory members of the board. The board will meet at least ten (10) times per year.

Physical Requirements: He/she needs to have the physical endurance to perform duties.

Adoption Date: 4/19/16

Reviewed:

Revised:

Next Review Date: 4/19/17