

ST. JAMES LUTHERAN CHURCH AND SCHOOL
Board of Christian Education

Position: Chairperson

Accountable To: Leadership Council and the Board of Christian Education

Purpose: To support and manage and encourage the ministry of the board and clearly communicate the actions and concerns of the board to the Leadership Council and other boards that may provide information, input or support.

Duties and Responsibilities:

To provide structure and order to the Board of Christian Education (BCE) by:

1. Ensuring clear communication to the Leadership Council, other boards, BCE members as well as the congregation as a whole. This will involve ensuring that clear minutes of meetings are taken, a permanent secured record of such is maintained and provided information to the appropriate people.
2. A draft of meeting minutes from the BCE shall be forwarded to the BCE members at least 1 week prior to next meeting.
3. Organizing and forwarding a meeting agenda to the Board of Christian Education at least 1 week before the board meeting.
4. Ensuring BCE representation to the Leadership Council by having the information necessary to be a good liaison to the Council.
5. Delegating responsibilities to various board members for action.

Qualifications: You must be a committed Christian, member of St. James Lutheran Church, and be diligent in the use of the means of grace.

Oversees the following committees/positions and their ministries: Board of Christian Education and Principal

Board Management: Will conduct a monthly session with the Board of Christian Education.

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