

POSITION: **CHRISTIAN GROWTH BOARD DIRECTOR**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION

Should be spiritually committed to Christ and His Church. This commitment should be exhibited by a disciplined and well-ordered personal life.

Should be faithful in attendance of worship services and Sunday school and partake regularly in the Sacrament of Holy Communion.

Should support and actively participate in programs and activities of the church.

VOTING STATUS ON COUNCIL: Voting Member

STANDING COMMITTEE RESONSIBILITIES:

Shall serve as Chairman of the Christian Growth Committee.

SPECIAL COMMITTEE RESPONSIBILITIES: None.

BUDGET AND EXPENSE AUTHORIZATION DUTIES & RESPONSIBILITIES:

Shall annually prepare and submit for council approval a budget for all anticipated expenditures within member's area of activity in the coming year. Such budget, following council approval shall be included within the overall budget of the congregation for the coming year.

Shall approve or reject all check requests for expenditures within member's area of activity, and upon approval shall transmit such request to the treasurer for payment.

Shall be responsible for the control of those expenditures within member's area of activity, subject to council or congregational override, in order that such expenditures are maintained in line with the approved budget for the year.

GENERAL DUTIES AND RESPONSIBILITIES

Shall be responsible for the development and coordination of all programs within the congregation that pertain to the Christian education of members including:

- Sunday School and Bible classes
- Vacation Bible School
- Care Groups
- Puppet Ministry
- Video Library Ministry
- Children's Church

SPECIAL DUTIES & RESPONSIBILITIES:

Shall be responsible for the appointment, subject to Church Council approval, of the Superintendent of the Sunday School program.

Shall work closely with the pastoral staff and the Director of Family Ministry to develop and implement programs that further the Christian educational needs of the congregation.

Shall perform duties as may from time to time be directed by the President and/or the Church Council.

MEETING ATTENDANCE & REPORT REQUIREMENTS:

Expected to attend all council meetings unless specifically excused by the president.

Expected to attend all congregational meetings and to prepare and present as may be appropriate a report to the congregation as to the activities within the member's area of responsibilities.

PERSONNEL SUPERVISION REQUIREMENTS: None