

POSITION:    **EARLY CHILDHOOD / AFTER SCHOOL CARE 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 Early Childhood / After School Care Committee.

SPECIAL COMMITTEE RESPONSIBILITIES:

Shall be responsible for the hiring/firing of a director for the EC / ASC programs and be responsible for maintaining up-to-date job descriptions for the directors.

Shall serve as a member of the Compensation Committee.

BUDGET AND EXPENSE AUTHORIZATION DUTIES & RESPONSIBILITIES:

Shall annually prepare (with the assistance of the program directors) and submit for council approval a budget for all anticipated expenditures and income 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 establish a committee or board composed of the following representation:

- Director of Program(s) (salaried position)
- An EC/ASC parent who is not a member of Gethsemane
- An EC/ASC parent who is a member of Gethsemane
- A member of Gethsemane who is not an EC/ASC parent
- A child related professional

Shall ensure that the EC/ASC Ministries reflect the mission statement of the congregation.

Shall support the ministry programs by:

- Establishing guidelines for staff / directors
- Establishing goals and standards for the school curriculums
- Setting administrative policies on tuition, admission and attendance
- Ensuring that the programs comply with State and City Licensing Standards
- Approving the purchase of classroom supplies and equipment in excess of \$200
- Deciding and communicating budget needs to council
- Ensuring communication between the congregation and the programs of other council positions in ministry to unchurched families and to the teaching staff
- Reporting the activities and the finances of programs at regular Church Council and congregation meetings

#### SPECIAL DUTIES & RESPONSIBILITIES:

Shall, in cooperation with the director of the programs, implement an annual benefit for the programs, raise funds as needed and emphasize the mission and ministry opportunities available within the programs.

Shall perform duties as may from time to time be directed by the President and/or 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 concerning the activities within the member's area of responsibilities.

#### PERSONNEL SUPERVISION REQUIREMENTS:

Shall supervise the Director of Early Childhood / After School Care Director(s).