

EDUCATION AND PROGRAM DEVELOPMENT TEAM

Revised – January 29, 2008

Page 1 of 3

Constitution of Team

In accordance with an open process for nominations, members of the Education and Program Development Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of ten (10) voting members serving on the Education and Program Development team including:

- a. the Church School Co-ordinator(s);
- b. the TAB Co-ordinator;
- c. one (1) representative from the Hospitality and Fellowship Team;
- d. one (1) representative from the Church School leaders;
- e. one (1) representative from the South Tetagouche congregation;
- f. five (5) representatives from the First United Church congregation;

Designated representatives from the Education and Program Development Team shall meet separately with youth representatives to develop a sustainable youth ministry program. These meetings shall be held twice each year, in September and January.

Constitution of Team Leadership

In accordance with an open process for nominations, the Chairperson and Secretary of the Education and Program Development Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support

Office Secretary:

- a. records receipts for Church School and all other program revenues;
- b. liaises with Treasurer as required;
- c. maintains computer records for Church school and Weekday Programs.

Ministry Personnel:

- a. attends all meetings of the Team as resource without a vote;
- b. serves as a resource to guide, enrich and support those who desire to fulfill the duties and responsibilities of the Education and Program Development Team;
- c. advise the team of opportunities for continuing education for Team.

Duties and Responsibilities

1. deepen a community concern for the educational tasks of our Pastoral Charge through training events for all ages;
2. study and promote multi-age Christian Education programs that are embraced by the United Church of Canada;
3. plan and co-ordinate the recruitment of program leaders for all educational activities, including Church school and Church weekday programs;
4. plan for meetings, training events and workshops in order to enrich and support those who assume educational ministries;
5. support the work of the Church School Co-ordinator(s) in all facets of duty – while focusing on appropriate and effective classroom instruction;
 - a. encourage the Church School Co-ordinator(s) to meet regularly with the Church School leaders for the purpose of program development and problem solving;
 - b. ensure that all curriculum and material needs for the church school are met;
6. assign a working group to develop, co-ordinate and implement detailed plans for all youth programs and youth activities on-site or off-site including
 - a. all intergenerational services of worship, with a clear emphasis on youth participation;
 - b. the annual confirmation event, focusing on the unique traditions of The United Church of Canada;
 - c. the annual church school closing;
7. assign a working group to develop, co-ordinate and implement detailed plans for all seniors' events – including seniors' morning out;
8. appoint a representative from the Education and Program Development Team to the Group Committee to ensure that all responsibilities of the sponsor are fulfilled; (*reference: In Partnership for Youth, produced by Scouts Canada*)
9. co-ordinate infant care for times of worship or special programming, through an appointed Infant Care Co-ordinator;

Duties and Responsibilities

10. develop written statements of procedure to guide consistent ongoing ministry by the Team;
 - a. ensure that a risk management assessment has been documented for each program or event hosted by the Team;
11. submit, by November 1st of each calendar year, to the Financial Management Team a summary of projected revenues and expenses for educational materials, events and programs in the subsequent calendar year.

Frequency of Meetings

The Education and Program Development Team shall schedule at least nine (9) meetings each year at the call of the chairperson.

Reporting and Accountability

The Education and Program Development Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council.