



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Children's Education Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Children's Education Committee exists to provide Christian education learning opportunities at St. Mark's for pre-Confirmation-aged children. The Committee works in tandem with the Sunday School Coordinator.

Accountability:

The Children's Education Committee is accountable to the congregation through the Congregational Council.

The Committee oversees the following sub-committees:

- Baptism and Early Years Subcommittee
- Sunday School Subcommittee
- Pre-Confirmation Subcommittee

The following volunteers are associated with this committee:

- Sunday School Teachers
- Sunday School Assistants

Relationships:

The Children's Education Committee will work most closely with The Pastor and the Sunday School Coordinator. Interactions will also occur with the St. Mark's staff, Council, and its committees (most likely Stewardship, and the Youth and Young Adult Committee).

Membership:

1. The membership of the committee shall consist of:
 - a) No less than three and normally no more than seven members of the congregation appointed by the congregational council for terms of two years.
 - b) The Sunday School coordinator (non-voting)
 - c) The Pastor (ex officio and non-voting)

Responsibilities Specific to this Committee:

1. Each spring, after the Annual General Meeting, review and/or develop long-term goals, and develop an annual plan for activities that St. Mark's will undertake in the upcoming twelve months in each of three areas:
 - 1.1. Children from birth to 3, including candidates for baptism.
 - 1.2. Children in Sunday School (age 3 to Grade 5)
 - 1.3. Children who are finished Sunday School but are not yet eligible for Confirmation (Grade 6 and Grade 7)
2. Task the appropriate subcommittees with plans, as well as their responsibilities (outlined below).

3. Support the Sunday School Coordinator in the organization of a Christmas Celebration that can be shared with the congregation.
4. Recognize and honour the contributions of the volunteers within the Children's Education program.
5. Follow the "Responsibilities of All St. Mark's Committees", below.

Responsibilities Specific to the Baptism and Early Years Subcommittee:

1. Stay personally connected with families who have had babies from their birth, through baptism, and up until the time the children are eligible for Sunday School (age 3).
2. Mail out the Splash packages to introduce Christian learning between birth and age 3.

Responsibilities Specific to the Sunday School Subcommittee:

1. Select and perform an ongoing evaluation of the Sunday school curriculum.
2. Support the Sunday School Coordinator as requested.
3. Identify and implement strategies to ensure St. Mark's has a vibrant, engaging Sunday School. This may involve marketing our Sunday School within the community, organizing fun events, providing support, educational and social activities for Sunday School parents, etc.

Responsibilities Specific to the Pre-Confirmation Subcommittee:

1. Identify and implement strategies to keep these students engaged and continue their learning during the period between Sunday School and Confirmation. This may involve service projects, social events, and learning opportunities.
2. Help these students transition into the Sunday services in ways that make them comfortable and help them understand the components of a worship service.

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.