

BOARD OF EDUCATION—PARISH MINISTRY

Policy Manual



ST. PAUL EVANGELICAL LUTHERAN
CHURCH & SCHOOL

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FORMULATING BOARD POLICIES

The Board of Education–Parish Ministry will be called upon to formulate policies, which will dictate the educational direction of the congregation. To formulate policies wisely, it is necessary that the Board follow the procedure listed below:

- 1) Identify the problem. (The word “problem” is used to indicate any situation that needs a solution, not necessarily one requiring disciplinary actions.)
- 2) Study data on the problem. This includes faculty opinions, resource material, personal views, etc.
- 3) Consider possible solutions by the evaluation of the data gathered.
- 4) Project future consequences that might occur by adopting any given solutions.
- 5) Formulate the policy.

BOARD RESPONSIBILITIES

Each Board member will be given one of the following areas to give special consideration to during the year and be the contact person for this area on the Board:

- A) Sunday School – Sunday School Superintendent (who is a member of the Board)
- B) Youth – SPIRIT (High School); ALIVE (7th & 8th); Rangers, Rangerettes, Swans – Group Director and one Board member.

MISCELLANEOUS RESPONSIBILITIES

Board members help decorate the church prior to the Christmas services and help distribute candy sacks at the Day School and Christmas Eve services.

MEETING TIME

The Board of Education–Parish Ministry shall meet monthly. Special meetings may be called as needed.

CONFIDENTIALITY

Care should be taken in guarding the confidentiality of items discussed that are intended only for consideration at the Board of Education–Parish Ministry meeting.

SOME GENERAL BOARD OF EDUCATION–PARISH MINISTRY PRINCIPLES

- 1) One of the main functions of the Board is to establish policies. Policies direct and allow staff to make decisions and carry out their work on a daily basis with the confidence that they are within the parameters established by the Board. Policies assure continuity of administration as new Board members and new staff members assume office.
- 2) The Board has a supervisory function in which it should insure that policies are being carried out. Since it is the staff's responsibility to carry out the spirit and intent of the policies, the Board's function is to supervise the work of the staff.
- 3) All conflicts that arise involving all members and nonmembers associated with St. Paul Lutheran Church & School shall be dealt with in accordance with "Grievance Procedure – A Commitment to Biblical Conflict Resolution" as found in the *Policies of the Congregation*.
- 4) Confidentiality, as stated elsewhere in the Board Policy Manual: "Care should be taken in guarding the confidentiality of items discussed that are intended only for the consideration of the Board in meeting." The Chairman reports the information to the Council of Deacons each month. The discussion of Board meetings should usually await the distribution of information by those responsible. Items that should remain confidential should not be included in the published minutes.

AGENDA OF THE MEETING

The Chairman is responsible for preparing the monthly agenda and quarterly reports for congregational assembly.

The Parish Ministry Board shall consist of nominated members, including the Sunday School Superintendent and Fairstand Chairperson. All members shall be appointed by the Parish Ministry Board with approval of the Council of Deacons. This Board shall be charged with the supervision of the non-Day School educational agencies and to that end it shall:

- 1) Assist the Superintendent in the supervision of the Sunday School, provide the best materials available for instruction of the Sunday School pupils, assist the officers of the Sunday School in maintaining an adequate teaching staff and, in general, do all that is possible to increase the effectiveness of this agency;
- 2) Foster and encourage a program of in-service teacher training for the purpose of maintaining a high level of instructional competence among the faculty members of the Sunday School;
- 3) Secure members of the teaching staff of the Sunday School upon the recommendation of the pastor(s) and the Sunday School Superintendent;
- 4) Encourage and supervise the development of a Bible Class Program in the congregation;

- 5) See to it that an adequate program of youth activity is sponsored by the congregation, that the programs of the youth organizations contribute to the spiritual edification of the participants, and that every effort be made to enroll all the young people in the congregation in the church's youth program and/or other congregational activities;
- 6) Supervise the congregation's VBS Program and assist the VBS Superintendent in securing adequate staff and materials;
- 7) Supervise the congregation's Weekday School for children enrolled in the public schools and assist the Pastor(s) in securing adequate teachers and materials;
- 8) The Board shall elect annually its own secretary. It shall be authorized to appoint annually such officer and committees (e.g. Sunday School Superintendent, Sunday School Secretary, Youth Committee, Cradle Roll Secretary, etc.) as are necessary to carry out its duties;
- 9) Encourage all members of the congregation to make use of the Sunday School, Bible Classes and other educational agencies of the congregation. The Board itself in carrying out its functions shall continually focus the attention of all involved in our Savior's Great Commission of making disciples of all people;
- 10) Coordinate a new member recognition;
- 11) Authorize all fund-raising done by the Parish Ministry Board or any group or organization under its responsibility;
- 12) Assist the congregation's Fairstand operation as needed;
- 13) Coordinate with Music Director.

ST. PAUL LUTHERAN SUNDAY SCHOOL

SUPERINTENDENT

The Superintendent of the Sunday School shall be appointed for a one-year term by the Board of Education–Parish Ministry with the approval of the Council of Deacons. Terms shall begin July 1st and run until June 30th.

HIS/HER DUTIES SHALL BE:

- 1) In cooperation with the Pastor and Board of Parish Ministry to be responsible for the smooth functioning of the Sunday School;
- 2) To work closely under/with the Pastor(s) in securing the necessary teachers;
- 3) To arrange for the training and instruction of the teachers and work under the supervision of the Pastor(s) in carrying out these duties;

- 4) To submit a budget for the requirements of the Sunday School to the Board of Parish Ministry and the Board of Budget & Finance;
- 5) To report regularly to the Board of Parish Ministry on the operation of the Sunday School and to solicit all necessary assistance from the congregational membership as may be necessary to carry out properly the functions of the Sunday School.

BOARD DUTIES SHALL BE:

- 1) The Board shall review the budget submitted by the Superintendent each year;
- 2) The Board shall become familiar with the materials used in the Sunday School and make certain that all materials used in the Sunday School serve to promote the growth of the students in the true and saving faith in Jesus Christ;
- 3) The Board shall work with the leaders of the Sunday School to obtain qualified teachers. It shall encourage attendance in the teacher training programs and teachers' meetings by all those engaged in teaching.
- 4) Disciplinary problems with the teachers on staff of the Sunday School, or problems of competence, etc., shall be referred by the Superintendent to the Board of Parish Ministry, or its chairman.

SUNDAY SCHOOL TEACHER RECOGNITION

Sunday School teacher recognition shall be established by the Board of Education–Parish Ministry.

Recognition of Sunday School teachers will occur annually after each year of service.

MISCELLANEOUS DUTIES OF THE BOARD OF PARISH MINISTRY

- 1) Authorize the payment of any bills to be paid out of the Sunday School budget;
- 2) A person must have completed 8th grade before becoming a teacher's aide in the Sunday School. A Sunday School teacher must be a sophomore in high school or older before beginning as a teacher.
- 3) The Superintendent will choose mission projects to be supported through the Sunday School offerings after consultation with the teachers and the Board of Parish Ministry. These funds will then be dispersed to the chosen projects. The Superintendent shall serve as the treasurer of the Sunday School.
- 4) The Superintendent will help plan the Sunday School Program in consultation with the Pastor(s) and teachers. The Superintendent will direct the program practices help prior to the actual program.

SUNDAY SCHOOL DEPARTMENT JOB DESCRIPTIONS

SUNDAY SCHOOL SUPERINTENDENT

- 1) Keeps Christ as the center of all that is said and done;
- 2) Is a member of the Board of Education–Parish Ministry;
- 3) Shall report monthly, either written or orally, to the Board of Education–Parish Ministry;
- 4) Shall be Treasurer of the Sunday School;
- 5) Shall collect and send out weekly offerings from the children to Mission Projects;
- 6) Shall submit Mission Project List to the Board of Parish Ministry;
- 7) Shall obtain full- and part-time teachers for the Sunday School staff;
- 8) Shall obtain substitute teachers for the Sunday School;
- 9) Shall plan Sunday School program with the help of Pastor(s) guidance;
- 10) Shall hand out and collect attendance books each Sunday;
- 11) Shall order and distribute new materials each quarter.