



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Chair of Child Development Board

Child Development Board Team Vision

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Title

Chair of Child Development Board.

Purpose

The purpose of the Child Development Board is to be a liaison between LUMC and The Preschool at LUMC.

Responsible to:

Christian Education, Church Council.

Description of duties

- Become familiar with the Vision and Mission statements of the church. Plan the team's goals and objectives to fulfill those statements.
- Recruit members to organize a council to plan and carry out the programs of Child Development Ministry.
- Maintains frequent communication with the preschool director and assists the director in any way that she/he can.
- Meets with the preschool director before each board meeting to help create the agenda for the meeting.
- Send out email reminders to board members regarding meeting times and dates, etc.
- Works with the preschool director in leading the board meetings, which are usually on a monthly basis.
- Meets with the Child Development Board, discusses, offers suggestions, and votes on important preschool issues relating to policy, finances, hiring, facilities, personal issues, etc.

Budget Responsibilities

Brings any budget concerns to the attention of the Education Team and Church Council.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your

position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- Attend meetings of the Child Development Board.
- Meets with the preschool director as needed.

Term

One year with annual renewal (if mutually desired) for a maximum of 3 years.

Training and resources

- Cokesbury Guidelines: *Children's Ministries* – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Lexington United Methodist Safe Sanctuary policies and procedures.
- Be familiar with programs and training offered through the Annual Conference.
- Be familiar with the Interpreter magazine in case articles may pertain to the ministry of the Board.

Background Check

Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

Qualifications, skills, and gifts

- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
 - Administrative (R)*
 - Discernment (D)*

*D – Desired

*R – Required

Benefits to the Servant

Fulfillment in overseeing a board for the Children's Preschool and promoting the support of LUMC thru God to the Preschool.