

EARLY CHILDHOOD MINISTRIES COMMITTEE

Previously the Nursery, Kindergarten, & Safety committees

MISSION STATEMENT: To develop a Christian environment within church programs where children can flourish and grow in God's love.

OBJECTIVE: To give oversight to various infant, toddler, and pre-school programs (Nursery, MDO, Pre-K & Kindergarten) to insure a safe and nurturing setting.

COMMITTEE STRUCTURE: Eight (8) members, enlisted by the Committee on Committees, voted upon by the church, to serve a three (3) year term, working under the direction of the committee chair. Minister of Education is an Ex-officio member and is expected to participate in committee function. The Ministerial Staff serve as Ex-Officio members and are advisors/consultants without voting privileges.

TASKS: (All tasks are to conform to FBCJ Bylaws.)

- Assign various members of this committee to personally represent and oversee one of these church programs.
- Ensure a physically, emotionally, and spiritually safe environment for our children.
 1. Inspect classrooms, nursery area, facilities, and equipment for potentially unsafe conditions and security issues.
 2. Affirm emergency building egress plans, postings, drills, and procedures are in place, disseminated, and documented.
 3. Oversee background check compliance for all workers and proper retention of documents.
 4. Ensure training opportunities for directors, coordinators, and workers.
 5. Assure teacher/worker annual evaluation compliance with document retention.
 6. Ensure curriculum and educational style represents the biblical teachings of FBCJ.
- Annually review children ministries policies and procedures for all programs.
- Annually review job descriptions for all employees in these ministries.
- Assist in advertising and the hiring process for directors/teachers/workers.
- Monitor revenue vs expenses to affirm a sufficient funding balance.
- Ensure teacher-student ratios are in compliance with industry/regulatory norms.
- Review director/teacher/worker compensation to ensure benefits are current.
- Review tuition, registration, and other fees for market competitiveness.

- Inform church on a regular basis of enrollment, funding, and current status of programs.
- Keep abreast of local, state, and federal regulatory mandates for childcare.
- Review short and long range program goals to insure viability and effectiveness of programs.
- Inform Properties Committee of current issues/needs and future plans.

Date Revised: 5/06/16

Date Voted: 6/22/16