

Teaching Committee

Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the Teaching Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Teaching Committee at WRCC.

- A. **MISSION STATEMENT** - The mission of the Teaching Committee is to foster, develop and coordinate learning and Bible Study groups designed to meet the spiritual and educational needs of every age and interest group of White Rock Community Church and to support the process by enhancing and maintaining the WRCC Library.
- B. **MEMBERSHIP**- Membership in a Ministry Committee shall be for a term of one (1) year, as provided in the WRCC By-Laws, (See WRCC By-Laws: Article X – “Committee Structure”). Said term shall begin at the October organizational meeting and shall run until the organizational meeting of the following year. People may join a Ministry Committee throughout the year, as needed, and serve until the next annual organizational meeting. (See WRCC By-Laws Article X- “Committee Structure”)
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee's organizational meeting in October shall be to elect a Chair and a Secretary. In order to be eligible for election, the Chair must have been an active member of the church for the previous 12 months. Elected Chairpersons may serve a maximum of two (2) consecutive terms as a Chair of any committee. (See WRCC By-Laws, Article IV – “Church Officers.”) Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – The Ministry Committee shall consist of at least four (4) members, including the Chairperson. Each team that is organized shall elect a Team Lead, who will become a voting member of the Ministry Committee. The Chair and Secretary may or may not be Team Leads. The Pastor or the Pastor's designee shall act as a non-voting observer and advisor. A quorum for a Ministry Committee meeting is three persons.
- E. Suggested Teams are: Adult Bible Studies, Youth Team, Children's Team and Library Team.

White Rock Community Church Policy & Procedure Manual

- F. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents “Guiding Principles” and “Ten Rules for Respect.” Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.

G. **RESPONSIBILITIES** -

The Teaching Committee shall have the following responsibilities:

- 1) The Chairperson shall hold a seat on the Church Council.
- 2) Submit monthly, within two weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant.
- 3) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.
- 4) All teachers and volunteers working with the Children and Youth of WRCC must be preapproved by the Pastor and pass a WRCC background check.
- 5) Ensure all Bible Study leaders complete or have completed facilitator training.
- 6) Plan Sunday school lessons and group activities for our youngest children.
- 7) Plan Sunday school lessons and group activities for our Jr. High and High School children.
- 8) Care for the infants and toddlers of our church during Sunday morning Sunday School, during church services or during special church events.
- 9) Insure the Children's Policy and Procedure is posted in all classrooms and adhered to;
 - two teachers will be in the room at all times.
 - at no time should a child be left unattended in a room.
 - teams of workers from the same family (partner/partner, husband/wife, mother/daughter, etc.) will not work together without another person in the room.
 - teenagers may only serve as an approved volunteer in conjunction with an adult.
 - parent/guardian must register each child at the door of the room where he/she is to stay during the session. Parents must designate where they can be found during an emergency.
 - a child will not be permitted to leave the room with anyone at any time other than the parent / guardian.
 - no child will be taken off the church property without specific signed consent of the parent.
 - overnight events will be discouraged and will not take place unless parents take an active role in both planning and supervising.
 - when a parent has to be called out of a service to attend to a child, an usher, not a teacher/volunteer, should do it. This way, one worker is not left alone while the other goes to get the parent. Ushers will be notified by headset.
 - know if a child has any allergies
- 10) Act as curator for the Library including books, audio and video tapes, reference materials and historical artifacts.
- 11) Hold annual children's workers' staff meetings to review issues of child abuse, teaching methods, emergency procedures, and other related issues.

Approved By:

09/14/2013 approved by Church Council

11/24/2013 approved by Policies and Procedures

02/01/2014 approved by Teaching Ministry Committee

03/23/2014 approved by the Congregation