



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

PRESCHOOL COMMITTEE

Job Description

Overview / Purpose

Oversee learning and teaching experiences for the Preschool program of the church so that our preschool-aged children grow in their love for Jesus Christ and become better equipped to be future disciples and understand the CUMC's vision and mission.

Meetings

- 6 to 7 per year

Responsibilities

- Serve as a line of communication between Preschool staff and the church
- Review proposals and plans presented by the Preschool Director which affect policies and procedures and make recommendations to the appropriate committees for approval, such as:
 - Oversee operation budget and present to the Finance Committee
 - Present proposed staff raises or adjustments to the Staff Parish Relations Committee
- Establish approved policies and ensure policies are being implemented
- Review policies periodically
- Discuss fund raising for preschool
- Annually look at registration fees, dates, policies and procedures. The majority of this is done in the fall as registration begins January/February
- Preschool Sunday
- Extended day, before/after school care and summer programming is a recurring subject of conversation

Length of Service

- 2-3 years

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy



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Chairperson

Overview:

This leader must have a passion for learning and helping children learn and grow in knowledge and in faith; this includes basic understanding of how children learn and basic understanding of teaching skills. Useful skills are ability to listen to and communicate with people of all ages; interest in a wide range of educational experiences; ability to work with teachers, small group leaders, facilitators and others involved in Christian nurture; and skills for researching educational issues and developing programs and events.

- Elect a Vice-Chair and a secretary to record minutes at the first meeting of the year
- Communicate with your staff liaison to discuss the agenda for the meetings
- Schedule committee meetings – usually 6-7 meetings a year depending on need
- Communicate with Preschool Director frequently
- Serve as a line of communication between Preschool staff and the church
- Inform appropriate committees of activities, enrollment, financials, staff raise proposals and any other issues/needs
- Update social media and communications with staff liaison
- Review scholarship applications
- Send out minutes after each meeting

Other Committees you will serve on

- Administrative Board
- Council on Ministries
- Facility Planning (as needed)
- Finance