

**Trinity Lutheran Church
Clarks Summit, Pennsylvania**

Education Ministry Team

**Pre-School Sub-Committee Charter
Draft 1 - November 15, 2007**

PURPOSE:

Plan, implement, and evaluate a preschool educational program for three and four old children of the parish and the community. The school will be grounded in the philosophies of sound educational practices and embedded with the tenets of Christian love and faith. The preschool program will prepare children to enter the public or private school kindergartens of the area.

GROUND RULES:

Respect for the opinions of others as we strive for consensus in the decision-making process, to begin and end meetings promptly, and to keep focused during the course of the meeting.

RESPONSIBILITIES:

The Sub-Committee will be responsible for the management of the following:

- providing for adequate and competent staff
- budget development
- the student registration process
- provide for necessary and adequate resources and facilities
- address maintenance issues as they arise
- with staff input, develop the school year schedule, make-up days policy, and school closing policy
- provide for substitute teachers and teacher assistants
- support the pre-school staff to further enable them to fulfill their teaching responsibilities

BOUNDARIES:

The role of the Pre-School Sub-Committee is completely administrative in nature; the sub-committee will not be involved in the day to day operations of the classroom experience. In addition, the sub-committee will be responsible to report only to the Education Ministry Team; it will report to the congregation council through the Education Ministry Team. In like manner, the congregation council will communicate with the pre-school personnel through the Pre-School Sub-Committee.

MEETINGS:

Meetings of the sub-committee will be scheduled three times a year unless otherwise needed. Meetings will normally occur in September (*primarily to discuss matters related to the current school year*), in January (*primarily for a mid-point check of the current school year, as well as to develop and transmit a budget to the Education Ministry Team for the coming school year*), and in May (*primarily to discuss matters related to the school year being completed*).

The Pre-School Sub-Committee will normally meet informally with the staff at least 30 minutes prior each of its regular meetings in order to receive staff input and discuss with the staff any other relevant matters. The formal Pre-School Sub-Committee will follow; the pre-school staff members will be excused from the formal meeting.

MEASURE OF SUCCESS:

- maintaining a positive reputation in the community
- the depth of the waiting list for future enrollments
- maintaining a high level of staff morale.