

Adult Education Committee

TABLE OF CONTENTS

Purpose and Responsibilities.....	AE-2
Monthly Agenda Items.....	AE-3
Subcommittee Coordinators	AE-4
Adult Sunday School Teacher/Bible Study Leader.....	AE-4
Enrichment.....	AE-5

ADULT EDUCATION PURPOSE & RESPONSIBILITIES

Revised by Session: 6/21/15

Purpose

To deepen the quality of personal and communal Christian living by providing opportunities for education, spiritual formation, and growth for adult members of the congregation.

Responsibilities

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Approve all curricula, resources, and leaders for adult education.
3. Coordinate and support educational and spiritual growth opportunities for adults.
4. Support the Church Library subcommittee.
5. Recruit the chair and support and monitor the activities of the Enrichment Subcommittee.
6. Support the chair of the Prime Timers' Subcommittee.
7. Upon request provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate annual evaluation of the Pastors and Staff.
8. Review the written church history provided by the church historian.
9. Evaluate regularly the work of the adult education committee and take time to envision new ministries.
10. Publicize adult education activities in the Guidepost, on the church website, e-news, and bulletin board.

MONTHLY AGENDA ITEMS

January

Appoint a vice-chair and secretary

Acquaint committee with its Purpose and Responsibilities

Acquaint committee with General Guidelines for All Standing Committees

Review budget for the year

Review the committee's Annual Report of the previous year

October

Begin budget process for new year

Consult with previous Enrichment Series chair for selecting new chair

November

Finalize budget request

Begin annual report

December

Finalize and submit annual report

Seasonal Planning

For Winter, Lent, Spring, Summer, Fall, Advent.....

plan content and recruit teachers for adult Sunday School and any special studies for each season of the year, planning ahead in each season for the following one or two seasons.

ADULT SUNDAY SCHOOL TEACHER/BIBLE STUDY/ CLASS LEADER

PURPOSE

To teach and/or facilitate Bible study or other group study at Guilford Park Presbyterian Church, for Sunday School and/or other small groups.

ACCOUNTABILITY

Accountable to the Adult Ministries Committee

RESPONSIBILITIES

Choose curriculum with the approval of the Adult Ministries Committee and advertise through all available means.

Assist with evaluation of class.

EVALUATION

The adult education classes will be evaluated throughout the year by teachers and the Adult Education Committee.

ENRICHMENT COMMITTEE COORDINATORS

Approved by Session: 2/21/10

Purpose

To provide, through a gift from the estate of Ruth Lamb, various programs of faith within the church and the community at large. The Enrichment Series, held every one to two years, should be a special event that is not included in the church budget. Theological perspectives reflected in this event should be compatible with those accepted by the governing bodies of the Presbyterian Church (U.S.A.).

Membership

The subcommittee is led by a chair. It is the responsibility of the chair to recruit the members of the subcommittee. Ordinarily, a vice-chair should be selected with the understanding that he/she will succeed to the position of chair for the next event. The chair, vice-chair, and subcommittee members shall be approved by the Adult Education Committee. Number of subcommittee members depends on the type of enrichment event planned.

Responsibilities

1. Plan, develop, and execute a program designed to fulfill the stated purpose of the Series, to be approved by the Adult Education Committee.
2. Provide opportunity for congregation members to offer input on program ideas. The content of the Series should alternate between providing enrichment opportunities for the entire church with opportunities for specific groups within the church.
3. Establish and manage the budget of the Series within the funds available from the Ruth Lamb Enrichment Fund. The budget for any event shall be no more than 5% of the average total market value of the fund's assets.
4. Evaluate the Enrichment program and submit a brief written report to the Adult Education Committee.

History

This document supersedes the founding document entitled "Organization and Administration of the Guilford Park Presbyterian Enrichment Series" (Established with an initial gift from the Estate of Ruth Lamb), 1999. The history of the Enrichment Series can be found in the 1999 document, which is attached.

ORGANIZATION AND ADMINISTRATION OF THE GUILFORD PARK PRESBYTERIAN ENRICHMENT SERIES

(Established with an initial gift from the Estate of Ruth Lamb)

These are the Guidelines for the Guilford Park Presbyterian Church Enrichment Series Fund

1. The purpose of this Fund will be to finance and enable various programs to be held for the enrichment of faith within the church and community at large.
2. The Enrichment Series should be a special event that is not included in the church budget.
3. Doctrine theological stances should generally reflect those accepted by the governing bodies of the Presbyterian Church or its legal successor.

Organization

1. After consultation with the church ministers, the Session Nominating Committee shall select and nominate to the Session a program chairperson for the series. The term of office of the chairperson shall extend through the completion of the series presentation for which he/she is responsible.
 - A. The Session Nominating Committee shall also select and nominate for the approval of the Session a program vice-chairperson for the term of office concurrent with the program chairperson. The program vice-chairperson should be selected with the understanding the he/she would succeed to the position of chairperson.
 - B. It is not necessary for the chairperson or vice-chairperson to be church officers.
 - C. The chairperson and vice-chairperson will develop a committee structure and organization for the purpose of planning and executing a program designed to fulfill the stated purpose of the series.
 - D. The chairperson and the vice-chairperson will select and appropriate number of persons to serve on the committee.
2. It shall be the responsibility of the chairperson and the Committee to plan, develop and execute a program designed to fulfill the stated purpose of the Series.
 - A. The program of the Series may be an annual event as funds allow, but shall occur at least every two years.
 - B. The content of the Series should alternate between providing enrichment opportunities for the entire church, with opportunities for specific groups, such as Sunday School teachers, Presbyterian Women, choirs, etc.
 - C. The chairperson and the Committee shall be responsible for establishing and managing the budget of the program within the funds available from the Enrichment Fund. The budget shall be submitted to the Session for approval.
 - D. The chairperson and Committee should provide input opportunities for program ideas from the congregation.

- E. The chairperson should report as often as need be to the Session to keep that body informed as to the status and plan of the Committee; and submit a final plan to the Session for approval.
- F. The Committee and chairperson will evaluate the Enrichment Series in the form of a brief report and a copy should be submitted to the Clerk of Session for inclusion in the annual report.

Finances

1. Investment Recommendations

- A. Fifty percent (50%) of the funds should be invested in a no-load stock mutual fund that indexes the performance of the S&P 500.
- B. Fifty percent (50%) of the funds should be invested in a no-load bond mutual fund that indexes the performance of the Lehman Brothers Aggregate bond index.
- C. Initial purchases of the mutual funds should be dollar cost averaged over three months.
- D. The investment of the funds is to be carried out, and monitored by, the finance committee chairperson.
- E. The fund holdings should be re-balanced whenever and imbalance of five percent (5%) or more occurs.
- F. The funds should be set up to re-invest interest and dividends as they are paid.
- G. Withdrawal of money from these funds should require signature authorization from the church treasurer(s) and the finance committee chairperson.
- H. This investment policy, and the annual performance of the investments, should be reviewed at least on an annual basis and reported to the session of the church. The allocation percentages and investment vehicles may be changed at the discretion of the session.

2. Total Return Spending Policy

For the fund's first year of operation in 1999, the amount spent for the program activities shall be no more than five percent (5%) of the total market value of the invested assets as of January 1, 1999. For the second year's operation, scheduled spending shall be no more than five percent (5%) of the average of the total market value of the invested assets as of January 1, 1999 and January 1, 2000. For the third year of the fund's operation, and for each year following, the scheduled spending shall be no more than five percent (5%) of the average total market value of the invested assets as of the beginning of the current year and the two preceding years.

In the future, with the consent of the Session, other gifts may be added into the operation of this fund and in accordance with these guidelines.

Submitted by the AD HOC Education Committee

Phyllis Setzer, Chairperson

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