

# The Church Weekday Education Committee

## Purposes of the Committee

As an integral part of the total ministry of the church, a church weekday education (CWE) ministry reflects the overall goals of the sponsoring church. To ensure that these goals are accurately reflected in the weekday ministry, the church elects a CWE committee. The purpose of the CWE committee is to begin, support, and coordinate the ministry within guidelines established by the church. This ensures that weekday leaders work from the same principles as other church ministries to meet the physical, cognitive, social, emotional, and spiritual needs of the children.

The CWE committee may be responsible for one or more weekday ministries. These may include:

- Full-day Child Care
- Parents' Morning Out
- Five-Year-Old Kindergarten
- Half-day Preschool
- Before and After School-age Child Care
- Christian School
- Senior Adult Care

Whatever type of CWE ministry a church is led to develop, a strong CWE committee can make that ministry a more vital part of the church's ministry.

## CWE Committee Qualifications and Selection

The church selects CWE committee members by the same method used to select other church committee members. The director of the CWE ministry and the preschool or children minister, minister of education, or pastor serve as ex-officio members of the CWE committee. It is especially helpful if the CWE director or chair of the CWE committee and the chair of the church preschool and/or children committee serve as ex-officio members on both committees.

A balanced representation of the church's membership on the CWE committee provides natural spokespersons for the ministry in key groups throughout the church. Especially helpful on the CWE committee are persons with a background in early childhood education, legal matters, social work, medical fields, business and finance, personnel management, and public relations. When possible

other church members need to be involved such as a preschool teacher from another church ministry, a deacon, or a senior adult. Membership of the CWE committee rotates in accordance with other church-elected committees. Many churches find that a five to seven member committee on a two to three year rotation seems to work well.

## Responsibilities of the CWE Committee

Each church may formulate the specific responsibilities of its CWE committee, but there are some basic responsibilities, which will help develop effective administration. The CWE committee has five basic functions: to set policies and procedures, to hire the director, to approve an annual, written budget, to serve as a support, resource, and sounding board for the director, and to minister to the children and families in the ministry. These functions are carried out in the following ways:

1. Determine the policies and procedures for operating and administering the ministry. These are developed in conjunction with church policies and should reflect the purpose and philosophy of the ministry. They outline the practical aspects of day-to-day operations (admission requirements, tuition and fees, record keeping, insurance, etc.) as well as job descriptions, benefits, and personnel policies.
2. Hire a director using the same procedure used in hiring other church staff members. The weekday director is a staff member of the church. Members of the CWE committee will want to be involved in this process to ensure the most qualified person is selected. The CWE committee then works in cooperation with the director to staff the ministry.
3. Assist the director in developing an annual budget. Project annual income and expenses in a workable, written budget. Review the monthly financial report of the ministry in the regular monthly meeting of the CWE committee.
4. Periodically review compliance of legal, licensing, and safety requirements of the ministry. Be aware of changes in city, county, and state laws related to licensing, health, and safety. Conduct regular reviews and check-ups to ensure a quality ministry.
5. Make public relations efforts to inform, involve, and educate the church and community about the

ministry. As the liaison between the ministry and the church, enthusiastically share with the church family on a regular basis. Share outreach successes, ministry opportunities, and special events. Positively publicize the ministry within the community.

6. Encourage positive relationships between the ministry and other church organizations involving young children. Sharing space, equipment and resources requires guidelines, coordination, supervision, and cooperation. Serve as a positive role model for sharing space. Provide times for those who share space to meet together, arrange rooms, and become part of a team that ministers to young children and families each time preschoolers are at church.
7. Develop relationships with the children and their families. Attend parent meetings and special events, send cards, and make phone calls and home visits., The presence and hospitality of committee members builds relationships and demonstrates genuine interest.
8. Encourage church members to volunteer in the ministry. The ministry benefits in many ways from people volunteering their areas of expertise such as secretarial, bookkeeping, maintenance, resource development, organization, and others.
9. Pray - for the weekday director and staff, for the children enrolled, for families who bring their children, and for the church that supports this ministry.

### **Training the CWE Committee for Effective Work**

As the CWE committee begins its work each year, a time of orientation and training is essential. This time helps new committee members become familiar with the CWE ministry's purpose and philosophy, and helps to develop positive relationships with existing members. Then the CWE committee will be most effective by meeting at a designated time and place on a monthly basis. Consider some of the following ideas for orientation and training. CWE committee members can:

- Participate in training provided by the church for all committees.
- Take a tour of all areas used by the ministry.

- Review a notebook that contains information on CWE committee members, weekday staff, classrooms, policies and procedures, personnel policies, financial information, enrollment, parent handbook, recent newsletters, and any other pertinent information. Distribute a notebook to each CWE committee member who rotates onto the committee and secure notebooks from members who rotate off. Update as needed to begin a new committee year.
- Attend a local or state CWE.
- Observe the CWE ministry in operation. See first hand the learning environment staff, parents, and administration.
- Explore other ideas for effective ministry and outreach through other CWE ministries in your area.

The CWE committee has the opportunity to give guidance and support to a ministry that touches the lives of young children and families on a daily basis. May God bless you as you serve!

From *Effective Church Committee Work, The Church Weekday Education Committee* by Amy Morrow and *The Church Weekday Education Committee* by Ray F. Evette.



**Baptist State Convention of North Carolina**  
Milton A. Hollifield, Jr., *Executive Director-Treasurer*  
205 Convention Drive • Cary, NC 27511  
(919) 467-5100 • (800) 395-5102 • [www.ncbaptist.org](http://www.ncbaptist.org)

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