

Childrens Program Committee Job Description

updated October 2016

Purpose

- Nurture the spiritual lives of our children
- Explore with them the history, practices, and values of the Society of Friends
- Provide care and meaningful activities during Second Hour activities, including Meeting for Worship for Business
- Encourage intergenerational activities
- Foster children as they mature, helping them to participate in the process of Meeting.

Responsibilities

- Ongoing
 - Keep minutes and Report to Business Meeting monthly
 - Supervise and hire child care workers
 - Schedule pre-school and infant care
 - Schedule teachers for school-age classes
 - Provide snacks
 - Oversee clean-up
 - Provide logistical, organizational, material and creative support for teachers
 - Run criminal background checks through the Washington State Patrol for all paid childcare workers. By state law, the information in these background checks can only be used in hiring decisions and must be otherwise kept confidential. Should not be discussed outside of CP meetings, and among CP Committee and M&C members.
 - Twice yearly second hour progress report on the state of the program
- Annual Children's Program Committee Retreat to evaluate the past year and plan the next
- Specific jobs within the Committee
 - Clerk
 - Recording Clerk
- *Note* that committee members are not under any greater expectation to teach than anyone else in Meeting.

Time Requirement

- Monthly meetings for 2+ hours
- Telephoning and e-mailing to coordinate with teachers and one another, 1 hour a month (clerk)
- 24 hour retreat once a year (optional)

Constitution of the committee

- 4-6 people, including (insofar as possible)
 - Male and Female
 - Parents of young children and people who don't have children in their homes
 - Ages ranging from teens to elders