

EMMANUEL LUTHERAN CHURCH

THE LEARNING COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

APPROVED JANUARY 13, 2020

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.07.01a

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01a of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Learning Committee has the task of nurturing the faith of our members through Christian education. The specific duties of the committee include the following:

- identifying the educational needs of the congregation
- coordinating and evaluating learning programs
- recruiting and training volunteer teachers

The programs which relate to the Learning Committee include Sunday School, Vacation Bible School, confirmation, First Communion, adult education, Bible studies, nursery, new member instruction and leadership training.

Learning Committee Mission Statement

The mission of the Learning Committee is to nurture the faith of our members, from childhood through adulthood, by providing opportunities and experience to learn and gain deeper understanding of our Triune God - Father, Son and Holy Spirit – and God's Word.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Learning Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget has been provided for the Learning Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Learning Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

Page 2 The Learning Committee Description of Duties

The Learning Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

The Learning Committee should have no maximum number of members. One (1) member of the Learning Committee will be the Chairperson for the committee and one member also being a member of the Congregation Council.

Initially, the Congregation Council shall appoint members to the Learning Committee. Learning Committee members may serve on this committee until she/he wishes to resign her/his membership. The Congregation Council may also remove a member(s) from this committee as it deems necessary. Vacancies on the Learning Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Learning Committee during Commitment Week.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Learning Committee Congregation Council representative is requested to provide an oral report of the Learning Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum' annually update this planning calendar,\ and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.