

Education Ministry – Children's Education Guidelines

The purpose of this document is to define the general policies and procedures associated with the Education Ministry of St. Mark's Episcopal Church (referred to as St. Mark's). The information defined in this document provides guidance regarding the formation and education of the children and youth of the Parish. If there are any questions or areas not addressed in this document or referenced policies, please contact the Rector's Warden.

Requirements

All persons who are involved with the children or youth of St. Mark's are required to complete the Training and certification identified in the St. Mark's Prevention of Sexual Abuse and Misconduct Policy.

Additionally, there are specific requirements identified in St. Mark's Internet Policy and Security Policy which apply to persons working with children or youth adults.

Children and Youth Ministry

Sunday School

1. Plan the annual Sunday School Program
2. Provide Children and Youth Ministry Policies and Standards.
3. Recruit teachers and train as necessary.
4. Arrange nursery attendants and assistants.
5. Recruit and publish a schedule of Sunday School teachers and nursery volunteers
6. Acquire teaching and other materials
7. Assign classroom space
8. Work with the Vacation Bible School Coordinator as needed.

Christmas Pageant

1. Collaborate with Christmas Pageant Chair, and Parish Associate regarding concepts, script, music, schedule, recruitment strategy, cost, and costumes, etc.
2. Schedule the pageant with the Parish Associate and the Rector.
3. Choose a script from previous pageant chairs, Parish Administrator or other sources.
4. Recruit volunteers for costume coordinators, staging coordinators, supervising of children, etc.
5. Work with the Sunday School teachers
6. Collaborate with Rector and Parish Associate to fit the pageant into the overall worship service schedule.
7. Conduct practices during Sunday School.
8. Collaborate with organist, Rector and Parish Associate regarding pageant music.

Vacation Bible School

Functions under the coordination of the Vacation Bible School (VBS) Coordinator

1. Organize, manage and operate summer Vacation Bible School (VBS).

2. Coordinate and order required materials for the VBS.
3. Recruit volunteers for the VBS activities and sign-in process.
4. Recruit volunteers to assist in the preparation for the VBS.
5. Conduct training for those that will be monitoring and teaching the children.

Nursery

1. Provide nursery care policies and standards.
2. Recruit nursery volunteers
3. Create nursery schedule of volunteers and post in a prominent place (such as nursery door).

Youth Groups

1. Mission Trip Planning
2. Scheduling Youth Group Events
3. Planning Fundraisers for youth group activities.