

**Board of Parish Education**  
**Duties from the Constitution (revised 2021)**

**ARTICLE FIVE: BOARD OF PARISH EDUCATION**

Section I. The Board of Parish Education shall consist of at least six [6] members. In addition, the Sunday School Superintendent[s] shall also serve as voting member[s] of this Board and the Preschool Director[s] shall serve as a non-voting member. Terms of office for the five elected members shall be two [2] years, terms beginning on June 1st of each odd numbered year and concluding on May 31st of the succeeding odd numbered year. Board members may succeed themselves twice [maximum of three consecutive terms or six consecutive years]. At their first meeting following their installation into office they shall elect from their midst a Chairman [who shall sit on the Church Council] a Secretary, and a Treasurer. [See Constitution, Art. Six, Section IV.b.]

Section II. In regard to the Sunday School, Vacation Bible School, youth group[s], and any other program involving the Christian education of children, the Board of Parish Education shall:

- a. Appoint the Sunday School Superintendent[s] and assist in his/her work; make rules and regulations in respect thereto; provide the best material available for the instruction of students (see Constit. Art. Three, Section II); maintain an adequate staff; and in general, do everything possible to increase the effectiveness of this educational agency.
- b. Foster and encourage a program of teacher training for the purpose of maintaining a high level of instructional competence among the members of the Sunday School staff.
- c. Encourage the development of an Adult Bible Class program in the congregation and do all that is possible to increase participation of the membership in organized Bible Study, in conjunction with the Board of Elders.
- d. Encourage the officers and leaders of all societies to increase the effectiveness of their organization as an agency of Christian education.
- e. See to it that an adequate program of youth work and activity is sponsored by the congregation; see to it that the program of youth organization contributes to the spiritual edification of the participants; and make every effort to enroll the young people of the congregation in the church program of Christian education.
- f. Supervise and/or promote other educational agencies within the parish which would enlarge the opportunities of the congregation in the field of Christian education.
- g. Encourage all those involved in our Christian educational programs to share the Gospel with our community and to invite others to join us in worship, Sunday School, and Bible Classes.
- h. Submit an annual budget request in the form and at the time requested by the Board of Finance.

Section III. In regard to the Rainbow Preschool, the Board of Parish Education shall:

- a. Oversee the hiring, maintenance, and dismissal of paid personnel, and shall develop and review policies concerning wages, benefits, and job-related duties of such paid personnel. The Board is responsible for hiring or engaging the Director, faculty, and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the school and preschool's stated purposes. Financial approval shall be obtained by the School Board from the Church Council.
- b. Develop and maintain an educational program that fulfills the school's purpose, meets state requirements, and is in accordance with Article Three of the Constitution.
- c. Prepare and annually review the Director's job description which lists the major responsibilities of the administrator.
- d. Work with, support, and supervise the preschool Director, who is responsible for the daily management of all aspects of the preschool's operation.
- e. Be responsible for the funding and financial management of the school, including (but not limited to) all salaries, withholding tax, etc.
- f. Prepare and present regular reports and plans on the preschool and its future to the Church Council and Congregational Voters' Assembly.

To assist in achieving these ends:

- a. Funds entrusted to the Board of Parish Education from student tuition shall be used in the operations of the school and shall be managed by the School Board.

- b. Gifts to the preschool are to be used at the discretion of the Board of Parish Education.
- c. The Board Treasurer shall be responsible for all salaries, purchases, and other disbursements that the Board deems fit and proper.
- d. As much as is proper and practical, the Board shall pay from its funds all costs that may be incurred solely as the result of school operation.
- e. The Board of Education shall make annual written report to the congregation, including enrollment statistics, receipts and disbursements, and any other items that the Church Council may deem appropriate.
- f. All assets of the school will be transferred to St. Peter's Evangelical Lutheran Church, Waterford, Wisconsin, in the event the school should dissolve.

Section IV. The Board of Parish Education shall be authorized to appoint such officers and committees as shall be necessary to carry out the duties of their work, as herein described [e.g. Youth Group Counselors, Sunday School Superintendent[s], Sunday School Christmas Program Director, Vacation Bible School Director, etc.]