

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA
Governance

Number	1.30.13
Subject	Child Care
Effective Date	11/17/05
Revised	01/2010
Committee	Council

MISSION OF ST. JAMES LUTHERAN CHURCH

We respond to God's abundant grace by being hearers, proclaimers and doers of the Word. Listening and discerning God's leading, reflecting the light of Jesus' love, embracing people of every age and life circumstance, inviting all to celebrate God's gifts, and joining with others to promote the welfare of all people, we reach out to serve.

St. James Lutheran Child Care Center:

The St. James Lutheran Church Child Care Center is a ministry of service and stewardship of the St. James Lutheran Church. The Center aspires in its operation to provide quality early childhood care and education in a loving Christian environment, to support families in need and to empower the childcare staff in this mission.

We seek to provide experiences that foster faith in a loving God;
We seek to serve the community in its need for quality child care;
We seek to respond to the needs of families and support them;
We seek to serve families and children who need financial aid in order to attend;
We seek to be a witness to faith in Jesus Christ;
We seek to strengthen the staff in its vocation.

Therefore in order to:

foster faith in a loving God,

St. James Child Care Center will create a nurturing environment of safety, love, and guidance.

St. James Child Care Center will arrange for Christian Education through chapel services for the children and such activities as Bible stories and meal prayers.

serve the community,

St. James Child Care Center will offer affordable quality early childhood care and education;

St. James Lutheran Church will gift the use of space to the child care center in support of its ministry;

St. James Childcare Center will be alert to and, where possible, serve the needs of families and children "at risk" or potentially at risk.¹

¹ "At – risk" includes but is not limited to disabilities, race, economic status and/or educational background. Potentially "at risk" includes children who may

serve families and children who need financial aid to attend,
St. James Lutheran Church will establish and maintain a scholarship fund
to supplement other sources of financial aid.

witness to faith in Jesus Christ,
justice and grace on behalf of the children will be reflected in employment
practices, enrollment procedures and business practices.

St. James Child Care Center will strive to be financially sound, fiscally
accountable and will commit itself to prudent use of available space and
resources. It will strive to reimburse the church for its allocation of shared
expenses.

empower the child care staff in its vocation,
St. James Child Care Center will support participation in and recognition
of state initiatives including but not limited to TEACH scholarships,
Keystone Stars and other state supported professional growth and
development opportunities.

It is ultimately the responsibility of the congregation to assure that the Center is properly
supported and uses such support to carry out its mission.

Child Care Center Governance Committee

The Child Care Center Governance Committee shall assure that the Child Care Center
carries out its mission. The primary responsibility of the Committee will be to
recommend policies and plans of the Child Care Center to the Congregation Council via
the appropriate committees of the council. Issues addressed by the Governance
Committee will include but not be limited to: (a) goal-setting, (b) budget, (c) staff
compensation and benefits, (d) building use, (e) admissions and scholarship policies
concerning the recruitment of children, (f) fundraising, and (g) resolution of conflicts.
Additionally this committee will support fundraising, special events and daily operations.

Evaluation of the Director and recommendations about salary, retention, or hiring of the
Director shall be done by the Childcare Center Governance Committee and in turn make
recommendations to appropriate committees of the Congregation Council. The Director
is ultimately responsible to Congregation Council.

Membership of the Committee

1. These members ex officio by virtue of their position are non-voting:

*develop learning, emotional, behavioral or physical disabilities in the future from
exposure to drugs, abuse, neglect, and those with genetic pre-dispositions to
mental illness and physical disabilities.*

Director of the Child Care Center, Treasurer and Benefits Manager for Childcare and the Church, the Assistant Director, if named and the Pastor serving on the committee.

2. Voting members shall be eight:

Congregation Council President, a representative of the Property Committee, a representative of the Social Ministry Committee, a representative of the Christian Education Committee, a representative of the Congregation Council, and four members-at-large to be appointed and approved by both the Council President and the Director of Childcare.

3. Terms of Service:

Voting members shall be three years in length with three members being newly appointed each year.

4. Conduct of Committee Meetings

a. Frequency of Meetings

The committee will meet monthly. The chair will call special meetings if required.

b. Quorum

A majority of the voting members shall constitute a quorum

c. Chair of Committee

The Chair shall be appointed by the Congregation Council President and shall be an existing member of the Child Care Governance Committee.

d. Issues of Confidentiality at Meetings

In the case where a parent or guardian of an enrolled child is a member of the Governance Committee, the Chair shall excuse that person from the part of the meeting where confidential issues so warrant.

e. Reports of Meetings

Reports of the meetings will be made available to Congregation Council through committee minutes.

f. Decisions Made Between Committee Meetings

When special circumstances arise for which an immediate decision is required for an issue that would ordinarily go to the committee, the Director shall confer with the Pastor on the committee and the Chair of the committee in order to make a decision. Such decisions shall be reported to the full committee at its next meeting.

Parent Advisory

A Parent Advisory Committee will be set up for parent input and should meet at least three times a year. These meetings will be reported back to the Governance Committee. A member of the Governance Committee should be at these meetings.