

ADULT CHRISTIAN EDUCATION MINISTRY DESCRIPTION

Duties and Responsibilities

The mission of the Adult Christian Education (“ACE”) Ministry is to promote, organize, and support activities to advance Christian Education and fellowship opportunities for the adult members and visitors attending St. Mark Presbyterian Church.

In general, the task of successfully executing this mission is the responsibility of the ACE Elder of the St. Mark Session. The ACE Elder is assisted in developing and implementing the strategy to accomplish the ACE mission by the Director of Christian Education (“DCE”), who also has the day-to-day responsibility for providing necessary support for the ACE program. The ACE Elder and DCE are supported by the ACE Committee which provides suggestions and guidance regarding the ACE program, provides assistance in accomplishing the work required to execute the ACE mission, and prepares and recommends motions for consideration by Session as necessary. ACE Committee members include the ACE Elder, the DCE, leaders of each current Sunday School Class and Bible Study Group (“Leaders”), and other interested members of the Church.

Specific responsibilities and duties of the ACE Elder, DCE (as they relate to ACE), ACE Committee, and Leaders are as follows:

ACE Elder

- Identifies the need for new Sunday School and Bible Study Groups to support the mission of the ACE Ministry. Works with the DCE to identify and recruit suitable candidates to lead these new classes.
- In conjunction with the DCE, organizes and implements one-time and short-term young adult and older adult activities with a Christian Education focus. Such activities may be conducted collaboratively with other St Mark ministry areas (such as Congregational Life) as appropriate.
- Serves as the moderator for ACE Committee meetings and calls special purpose meetings of the ACE Committee as required. This responsibility includes ensuring agendas are developed for all meetings and that meeting minutes are recorded and published.
- Serves as the liaison between the ACE Ministry and Session, and obtains needed Session support and endorsements as required to implement ACE’s mission.
- Develops the annual budget requests for the ACE ministry (in conjunction with the DCE) and advocates for adoption of the ACE budget during Session’s annual review and approval of the St Mark budget.

- Approves invoices on a monthly basis for expenses incurred in support of the ACE Ministry.
- Ensures that a listing of study curriculum taught in each adult Sunday School Class and Bible Study Group is maintained and filed in the ACE Ministry records on the St Mark Shared Drive ("P Drive") on a quarterly basis.
- Maintains a permanent electronic file of pertinent ACE Ministry information on the P Drive including, but not limited to, minutes of ACE Committee meetings, ACE Ministry reports to Session, and quarterly curriculum history logs.

Director of Christian Education (DCE)

- Assists the ACE Elder in identifying the need for new adult Sunday School classes and Bible Study Groups; provides the ACE Elder assistance in identifying and recruiting Leaders for these classes and groups.
- Identifies the need for one-time and short-term Christian Education-focused activities and events for young adults and older adults. Organizes and executes these events with the active assistance and support of the ACE Elder, the ACE Committee, and as appropriate, other St Mark ministry areas.
- Provides support and training of Leaders on an as requested basis.
- Provides the ACE Elder with information and guidance on funding needed to support the ACE ministry to facilitate development of the annual ACE Ministry budget.
- Procures required Christian Education curriculum and materials as necessary to support Sunday School Classes and Bible Study Groups.
- Serves on the ACE Committee.

ACE Committee

- Provides input, guidance and assistance to ACE Elder and DCE in the development and implementation of the ACE Ministry program. The ACE Committee also develops and prepares motions related to the ACE Ministry for Session consideration and approval as required.
- Attends and participates in scheduled and called ACE Committee meetings.

Sunday School Class and Bible Study Group Leaders (Leaders)

- Leaders are responsible for choosing the curriculum they wish to teach, so long as such curriculum is Bible-based and consistent with Reformed traditions.

- Obtaining DCE assistance in finding and evaluating suitable curriculum if required.
- To the extent that class/group participants need to have their own copy of books/study guides, Leaders are responsible for either (a) asking the 3 participants to purchase those materials themselves or (b) providing participants the opportunity to make a love offering to defray the expense of such materials, thereby allowing St Mark the ability to stretch its limited budget resources to ensure all ACE curriculum needs for all Sunday School Classes and Bible Study Groups are supported each year.
- Making requests to the DCE for the procurement of any needed curriculum/materials at least three weeks in advance of starting a new course of study.
- Maintaining a listing of the curriculum they have taught each calendar quarter and forwarding it to the ACE Elder and DCE on a quarterly basis.

Adopted 7.12.2021