

Adult Education Committee - Guidelines

Constitutional Provision: This committee shall be responsible for the educational life of the adults of the congregation. This committee shall coordinate their efforts with the Christian Education Committee and the Youth Support Committee when planning for combined educational opportunities for adults and children/youth.

Purpose: The committee shall be responsible for the educational life of the adults of the congregation.

Procedures

1. At their first meeting after elections (when outgoing, continuing, and new members are present), the committee shall evaluate the adult educational programs, and they shall discuss possible objectives and future plans.
2. At the first committee meeting of the year, the following appointments shall be made:
 - Chairperson and Council Representative
 - Secretary
 - Library Team Chairperson
3. Before the end of September of each year, they shall establish specific objectives for the coming church program year. Those objectives shall be reported to the October meeting of the Council. Whenever possible the objectives shall support the current statement of goals and objectives of the church.
4. The committee will meet as needed, normally every other month during the year.
5. The committee shall consist of 5 or more members.

Responsibilities

1. To plan and coordinate educational opportunities for the adults of the congregation for Sunday morning education hour. The subjects covered during the course of the year should include a balance of Bible study, contemporary social issues and public affairs, issues of faith and doubt, marriage and family life, community outreach opportunities, etc.
2. To coordinate the efforts of our committee with the Christian Education Committee in planning for combined educational opportunities for the youth, adults, and children of the congregation.

4. To plan interesting educational programs for the adults of the congregation for times other than Sunday morning covering a variety of topics as in Objective 1. (for example, workshops, evening series, theatre experiences, or Bible study.)
5. To encourage greater participation in adult educational programs through public announcement and personal invitations.
6. To establish a library team, by appointing a chairperson for the team, supporting its work, assuming responsibility for its continuance, and using the time and talent pledges to find members of the congregation interested in working on tasks related to the library, such as setting up book displays, writing book reviews for the Direction, and purchasing new books related to adult education topics.
7. To set long-term goals that are consistent with the goals and needs of the church.

Evaluations

1. Records of total attendance should be kept of the scheduled programs presented by this committee.
2. Regular and formal feedback shall be requested from program participants and non-participants.

Revised and reviewed March 2003