



Sicklerville United Methodist Church

Job Description for SJCA Chair

Purpose

South Jersey Christian Academy exists to provide an exciting and safe atmosphere that will promote positive self-esteem and a challenging, motivating academic environment. We are committed to the enrichment of each child by providing a nurturing Christian setting. Our hope is to build a strong bond between the child, the parent and the school, while developing a personal relationship with our Lord and Savior.

SJCA is governed by a committee of SUMC. The SJCA committee members shall subscribe to the philosophy, mission, goals and faith statement of SUMC. This committee is given the responsibility for the maintenance, guidance, and spiritual leadership in the operation of SJCA. The SJCA Committee is the policy-setting body of the school as well as the administrative agency of the school to envision, plan, implement, and annually evaluate the ministry of the school.

An effective chairperson brings initiative, coordination, and collaboration to the group that does planning, goal-setting, implementation, and evaluation of the school.

Responsible to The Senior Pastor and SUMC Administrative Council

Description of duties

- Lead the committee in fulfilling its responsibilities as outlined in SJCA Committee Member Job Description
- Through the year, this leader prepares and communicates the agenda for meetings of the Committee, leads the meetings, follows up actions by assigning responsibility for implementation, and coordinates the activities of the committee.
- Attend/support school functions
- Attend monthly SUMC Administrative Council Meetings

Time requirements 5-6 hours per month

Term 3 year term

Training and resources

- Serve as co-chair for final 2 months of chairperson's term.

Qualifications, skills, and gifts

- Spiritual Gifts: leadership, administration, servant-hood, discernment, faith
- A vibrant and growing personal commitment to Jesus.
- Evidence of a Christ-like attitude in words and actions.
- Prior effective ministry leadership
- Ability to collaborate with school administrator, teachers and other ministry leaders
- Ability to preside over committee meetings
- Delegate responsibility and follow-up getting the job done
- Member of SUMC