



# *Sicklerville United Methodist Church*

## **Job Description for SJCA Committee Member**

### ***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.

***Responsible to*** SJCA Chair

### ***Description of duties***

Members of the SJCA Committee are to be spiritual leaders in the school. They are expected to seek God's will and direction for the school. The Committee's specific responsibilities are to:

1. Establish the policies of the school.
2. Approve the hiring of qualified administrators, faculty, and staff for the school.
3. Approve the salary schedule for administration, faculty, and staff.
4. Approve the annual budget.
5. Monitor budgeting income expenses and needed adjustments
6. Maintain open communication with the staff, parents and community at large.
7. Actively lead in carrying out the vision of the school.
8. Exercise final authority in school matters as directed by the bylaws.
9. Attend/support school functions

***Time requirements*** 3-5 hours per month

***Term*** 3 year term

### ***Training and resources***

- Attendance of two months of SJCA meetings prior to participating in voting.

### ***Qualifications, skills, and gifts***

- Spiritual Gifts:, administration, servant-hood, discernment, faith
- A vibrant and growing personal commitment to Jesus.
- Evidence of a Christ-like attitude in words and actions.
- Good communication skills
- Ability to collaborate with school administrator, teachers and other ministry leaders
- Member of SUMC