

JOB DESCRIPTION
ADULT EDUCATION COMMITTEE

TIME COMMITMENT:

- Monthly meeting, 1-2 hours, September-May
- Two planning meetings, January and June
- Preparation in advance of planning meetings:
 - Review books, curriculum resources, possible teacher/speaker ideas

KEY ROLES:

- Plan yearly calendar of 5-6 modules with 3-4 class offerings per each module
- Resource classes, recruit teachers for classes and provide advertising for offerings.
- Keep track of attendance numbers in each class
- Select curriculum for Weekly Bible Study classes, supply instructor, advertise and supply class with necessary supplies.
- Plan Lenten Series:
 - Select speaker, arrange housing, maintenance and welcome for guest speaker
 - Make arrangements for the running and advertising of the Series