

**WHITE BLUFF CHAPEL  
ORGANIZATION AND PROCEDURES MANUAL**

4.4.1

**ADULT EDUCATION COMMITTEE**

**4/5/2016**

**Purpose:**

The purpose of Adult Education is to develop and implement an effective program of religious education and spiritual awareness through instruction, inspiration, worship, and creative expression for the membership of White Bluff Chapel (WBC).

**Responsibilities:**

- The content of all programs (Bible studies, special events, worship, and leadership training) that are associated with and supported by WBC which use the WBC facilities, and are advertised through the various WBC sources, must be approved by the Committee to insure that it is consistent with the WBC Statement of Faith.
- The individuals (excluding the Pastor and the Associate Pastor) involved in teaching, leading, speaking, or facilitating in the various approved programs must be approved by the Committee and the Pastor(s). These individuals must sign a statement indicating they have read the Statement of Faith and fully support it and that the material used in the study or program is consistent with the Statement of Faith.
- The Chapel will acquire all student materials required for approved studies; participants in the various approved programs shall reimburse WBC for the cost of their student materials.
- Any exceptions to these policies must be approved by the Committee, the Pastor(s) and the Board of Trustees.
- Educational opportunities will be offered at various times which expand members' knowledge and understanding of the Bible and how to live as disciples of Jesus Christ. This could include lectures, studies, and special events led by well known Christian leaders.
- All adult education programs will encourage and support the principle: In essentials, unity; in opinions, liberty; and in all things, charity.
- A variety of educational experiences will be provided to serve and minister to the WBC's interdenominational complexity, such as Advent and Lent services and other events.
- Members will be provided opportunities to identify, develop, and use their spiritual gifts in fulfilling the purpose of the WBC through worship, study, relationship building, and in a variety of ministries.
- A continuing emphasis will be on fostering and providing leadership development for the congregation as identified in the responsibilities of this committee.

**Administrative:**

- The Chair for the Adult Education Committee is elected annually by the WBC membership in accordance with the procedures in Article 6.5 of the WBC By-Laws.
- Bring any committee policy, procedural, financial or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities, or events.
- Obtain Board of Trustees prior approval for any unbudgeted capital expenditure over \$500.

- Prepare and submit a budget request for the next fiscal year in accordance with the instructions and schedule provided by the Treasurer.
- Committee Chair attends or sends representative to the Council of Ministries meetings.
- The Pastor and the Chair of the Board of Trustees shall be ex-officio members of the committee.

**Related Documents in Organization and Procedures Manual:**

[2.2 By-Laws Article 6: Board of Trustees](#)

[4.4 Council of Ministries Committees](#)