

**Christian Development Committee
TERMS OF REFERENCE**

Purpose

The mandate of the Christian Development (CD) Committee at Rideau Park United Church is to take the lead in planning and developing programs to promote Christian development for people of all ages in the Congregation.

Structural Accountability

The CD committee is a sub-committee of, and accountable to, the Rideau Park United Church Committee of Session.

The CD Committee Chair reports to Session, as necessary, on policy issues and upcoming events. If the Chair is not an Elder, that person is named as a 'corresponding member' to Session for the term of office.

Responsibilities

General

1. To implement and support programs which promote Christian Development, whether for youth, family or adult groups;
2. To prepare and present a budget for approval by the Committee of Session, and ensure that this budget will support the programs initiated and planned by the Committee throughout the year.

Note: the CD Committee budget is separate from the Sunday School budget.

Specific

i) Sunday School

- to recruit Sunday School teachers and provide support and guidance to the teachers.
- to provide teacher training for each session of the curriculum.
- to evaluate the curriculum on an ongoing basis and determine whether it is meeting the needs of the children and the teachers.
- to plan summertime Vacation Bible School;

ii) Youth Groups

- to support the youth group leaders and help plan and suggest activities for the youth of the congregation;

iii) Adult Groups

- To suggest, plan and organize activities that promote Christian Development, including adult bible study classes and spiritual retreats;

iv) Family events

- to suggest, plan and organize events that support family events for the Congregation, which include the Gingerbread house-making Advent happening, the weekly Hear-Say potluck supper on Choir nights, and the Sunday school picnic;

Membership

The CD Committee is composed of Elders and members of the Congregation.

Chair – term of three years. The Chair is elected at the Annual General meeting of the Congregation.

Vice Chair – to be named after Chair has served two years, to prepare to take over Chair's position.

Secretary – to take the minutes for the meeting and to distribute them to the Church staff and the various committees.

Scouting Liaison – to act as the Liaison with the 28th Ottawa Scouting unit sponsored by Rideau Park and the CID Committee.

Sunday School Treasurer – to be responsible for the Sunday school givings and maintaining the Sunday school budget.

Frequency

The Committee meets from late August to June every six to eight weeks as required. The Committee will meet as required during the year.

Date of Completion of Form: November 2007

Date of form: April 2004