CAR (Charge, Authority, Responsibilities)
Master List of Responsibilities for Children and Youth Faith Development Team
Approved by CYFD Team on November 6, 2016

The Team includes the Chair, the classroom Coordinators, the Families Group Facilitator, and the Director of Lifespan Faith Development (ex-officio). Classroom Coordinators are charged with communicating with their Teaching Teams pertinent information from the Team and communicating with the Team pertinent information from their Teaching Team.

Team responsibilities
The Team schedules, plans, recruits, and supports volunteers for many events, including
- Pumpkins for UNICEF
- Holiday pageant
- January teacher brunch
- Faith development (FD) open house
- Easter egg hunt/activities
- Summer camp
- Summer FD program
- Families group activities, including Halloween party and other activities

These events and activities are subject to change as interest and support indicate.

In February, the Chair and the Director of Lifespan Faith Development propose a budget request for the next church year; the Team revises, as appropriate, and approves this budget request.

The Team supports the Director of Lifespan Faith Development with curriculum feedback and selections.

Chair responsibilities
The Chair convenes the monthly Team meetings, reserving a space and letting Team members know when and where the meeting will be. The Chair also requests childcare if needed. The Chair drafts the agenda for the meetings, with input from the Director of Lifespan Faith Development. The Chair takes minutes (or delegates this task) and sees that they are distributed to Team in a timely way.

The Chair communicates with the Board liaison by the end of the second week of each month as a way to let the Board know of any problems, concerns, or successes.

The Chair works closely with the Director of Lifespan Faith Development to recruit volunteers and plan the late summer/early fall teacher training/orientation.

The Chair, in cooperation with the Director of Lifespan Faith Development, sees that a Team budget request is presented to the Team, approved, and submitted to the Finance Committee and Board President.

The Chair writes a report of Team news and activities for the church Annual Report in late April or early May.

The Chair helps identify, develop, and groom a successor in the second year of the Chair’s term.

In the absence of a Director of Lifespan Faith Development (sabbatical, extended illness, unstaffed period), the Chair assists with processing registrations, administrative duties, and making certain that volunteers meet the requirements demanded by Pennsylvania law and church policies.