

Celo Friends Meeting Job Description
Adult Religious Education Committee
Approved January 19, 2020

Description of Functions

1. Emphasizing Quaker values and history, the role of the Adult Education Committee is to provide educational programs for Celo Friends Meeting that enhance both the individual's and Meeting's spiritual growth, in coordination with the Ministry and Care Committee.
2. The Committee usually plans, announces, and leads programs around a theme for the season.
3. The Committee usually offers programs on the second Sunday of each month after potluck during the Fall, Winter, and Spring, but not from May through September or in December.
4. Clerk's Role: The clerk creates the agenda for the regular committee meetings and manages the discussion and organization of a program through gentle guidance.
5. Committee members are expected to offer their insight and participation in the creation and implementation of the educational programs.
6. The Recording Clerk for the committee keeps an accurate record of every meeting, which allows guidance in program planning and maintains a historical record of the committee's work.
7. Budgetary considerations: The committee is mindful of its responsible use of financial resources provided by the Meeting.