

Minister of Boarding School

Principal Function

The minister of Boarding School is responsible to the Church, supervised by the Pastor/Sr. Assoc. Pastor for providing staff leadership to the entire church boarding school program. This involves assisting church program leaders in planning, conducting and evaluating a comprehensive ministry of church boarding school operations in support of the mission and objectives of the church.

Responsibilities

1. Manage all aspects of the boarding of students.
2. Provide instructional leadership and training to resident supervisors and assistants.
3. Set standards, procedures and goals and cause the implementation of them.
4. Periodically and consistently monitor and evaluate the performance of the supervisor.
5. Serve as boarding resource person and advisor to the leaders of church program.
6. Work within the church process to select, enlist, and train qualified school supervisors.
7. Maintain accurate and updated records.
8. Develop special educational and training projects such as camps, retreats and other outings for various age groups within the congregation.
9. Be aware of the needs of the student's supplies and accrue these necessities in the most suitable manner as required.
10. Prepare an estimated annual boarding budget and administer the approved budget.
11. Assist the Pastor/Sr. Assoc. Pastor in planning, conducting and evaluating congregational services as requested.
12. Supervise appropriate church staff members as assigned, such as age group directors, recreation leaders, education secretary, and custodian.
13. Cooperate with denominational leaders in promoting activities of mutual interest.
14. Keep informed on methods, materials, principals, procedures, promotion and administration as related to the education program.
15. Perform other duties as assigner by the Pastor/Sr. Associate Pastor.
16. Supervise students at all times during school hours.
17. Assisting church programs.
18. Immediately report any concerns for the well being of the student to the Pastor/Sr. Associate Pastor.
19. Advise in the use of program materials, equipment, supplies, and space by students and evaluating a comprehensive program of Christian mentoring.
20. Work within the church process to provide needed services as directed.
21. Employ work projects, special outings and training projects for various age groups within the congregation.
22. Be aware of the student's needs and security issues and advise the church to choose the most suitable.
23. Support church staff members as assigned, such as age group directors, recreation leaders, and other programs.
24. Perform other duties as assigned by the Pastor/Sr. Associate Pastor. Maintain discipline.
25. Keep updated and accurate records.
26. Fill out student's weekly evaluation forms and keep the folder with students at all times.
- 27.

Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.