

**Day Care Administrative Board**

Membership: Three affirmed persons, one Trustee representative, and the Day Care Administrator.

Term: Three (3) years

Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission

Function/Objective:

- To provide an outreach to the community by the Martins Mennonite Church.
- To provide a Christian environment for day care for children in the community.
- To provide Christian based pre-school educational training/instruction to the children.

Responsibilities:

- To provide oversight/supervision and administration of the Day Care program.
- To hire and evaluate a Day Care Administrator.
- To provide a Representative to Church Council who is a Congregational Member.

Accountability: To Martins Church Trustees, the Martins Church Council, the Congregation, and to the Day Care staff. To Regulatory Agencies.

Annual Report: Required

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Revision Process: By Approval Method B (per page iii)

Revision Dates: Aug. 2006