

## **First Day School Committee Job Description**

### **Logistics:**

Last Reviewed 7/2026; # on committee 7; Length of term 3 years; Meets: 7pm on third Sundays

Must be MMM member? No; Nominated Committee? Yes; Nominated by: Nominating Committee

### **Mission and Purpose:**

The First Day School committee has the primary responsibility for guidance of the of the Meeting's First Day School Program (FDS) and supervision of the Child and Youth Program Coordinator. This includes the FDS program for pre-school through high school, the nursery and childcare provided during Gathering time or FDS time on holidays or summer.

### **Values that shape our program:**

1. God/the Divine/the Inner Light is in each person and everywhere
2. We know God by experience, not by creed.
3. Quaker practice, such as worship, helps us to come closer to God/the Divine/the Inner Light
4. Quaker worship and testimony inspire us to engage the world in Spirit-led service, and to carry our faith into our daily lives.

### **Guiding principles:**

*Our program and the community built through it support our young people in meeting the challenges of their unfolding lives.*

The First Day Program seeks to nurture young people's connection to God, Meeting, and Quaker Community within a safe and welcoming setting. We invite the active participation of Meeting adults in the program. Exposure to Friends deeply centered in Quaker life is a profound way of passing our tradition and offers deep gifts to our children and youth.

*Our program engages that of God in each participant.*

We believe that people learn when curiosity and creativity are engaged. We observe that awareness expands when interpretation is left to the individual. Therefore, rather than "putting in" information or ideas, we prefer to offer the direct experience through story, group discovery and discussion that may draw forth that of God in each. We show respect for each participant by supporting differing needs, abilities, emotional development, and learning styles.

*Our program provides a basis upon which each participant may discover his or her life path and way of connecting to the spirit.*

Our teaching is based in Quaker diversity, respecting both universalist and theistic interpretation of the above principles. We use and teach the Bible, as well as resources from other sacred traditions. Understanding the importance of building a foundation for Quaker identity, we explore

Friends' historical and contemporary faith and practice, including worship, service, and testimony. We support each participant's growth in Quaker life, silent worship, decision-making in the Light, discovery and use of gifts, and ministry.

**Shared Duties and Responsibilities between FDS Coordinator and Committee Members:**

- Hire, provide supervision and conduct evaluations of the FDS staff: Committee supervises Coordinator; Coordinator supervises nursery staff and volunteers.
- Provide ongoing consultation and guidance to the FDS staff on the functioning of the FDS program.
- Obtain, from time to time, feedback from parents and teachers on their experiences of the FDS program and explore modifications to the program to address concerns.
- Address other issues as they arise

**Specific duties for the Committee members:**

- Ensure that the FDS program reflects the values and principles as noted above.
- Recommend policies for approval by MFB for the operation of the FDS program. Develop, implement, and review practices to carry out these policies. Revise practices and policies and recommend changes to policies to MFB as needed.
- Ensure that policies and practices are in place to help keep our children safe.
- Meet once a month on the 3<sup>rd</sup> Sunday of the month (day may change).
- Provide or arrange for primary supervision of the FDS Coordinator
- Provide FDS reports to Meeting for Business on a regular basis.
- Read the Parent Handbook to become familiar with the program.
- Become familiar with the FDS program and to get to know the interests, needs and concerns of parents and children of FDS.

**Duties of the FDS Committee Clerk**

- Prepare and send out the agenda and meeting reminders and clerk meeting of the FDS Committee
- Arrange for someone to take notes at each committee meeting and to record decisions and keep archives of the committee work as needed.
- Communicate with FDS committee, as needed, between meetings.

**Duties of FDS Coordinator**

- Become involved in the ongoing role of FDS Committee in screening our FDS volunteer teachers, helpers and roamers.
- Communicate with the caretaker about reserving meeting space if needed.
- Monitor the FDS program budget.
- Provide or arrange for primary supervision of the nursery staff and volunteers.

- Coordinate with the Communications and Technology Committee (CAT Committee) regarding FDS information for our website.
- Maintain the Committee FDS page on our website by adding and updating FDS documents on that page, adding meeting minutes to the page and adding and removing access to the page for new and old members of the committee.
- Maintain the more public FDS information on our website.

**Notes to nominating committee:**

Because this committee hires and provides supervision to paid staff, the nominating committee should consider identifying individuals who have had such experience and understand the legal requirements related to hiring, supervision and evaluation of staff, development of job descriptions, and related skills. Conversation with potential nominees should include a discussion regarding the ongoing role of FDS Committee in screening our FDS volunteer teachers, helpers and roamers. The more folks on the committee who are comfortable with this process the easier and less burdensome it will be overall.

The nominating committee should consider a balance on the committee that includes parents participating in the FDS Program at various ages, individuals who are or have been volunteer teachers in the program and individuals who have had professional experience as teachers, young people including those who are in or were recently in FDS themselves and other Friends who are interested.