

Society for Christian Education
in Southern Alberta
Spring Membership Meeting



Meeting Date: Monday, May 30, 2022

7:30 pm

Immanuel Christian Secondary School

Included:

Agenda

Minutes of previous meeting

2022-2023 Budget

Strategic Plan - Constitution and Bylaws

Update

Annual Spring Membership Meeting

Society for Christian Education in Southern Alberta

Monday, May 30, 2022

7:30 pm

Immanuel Christian Secondary School

Agenda

Welcome	Scott Van't Land <i>Board Chair</i>
<i>Song: Amazing Grace (My Chains are Gone)</i>	
Opening Devotions	Pastor Paul Droogers <i>Iron Springs CRC</i>
Minutes of November 29, 2021 meeting and motion to approve same	Monica Loewen <i>Board Secretary</i>
Service Awards and Recognition	Julia Sinke <i>Board Vice Chair</i>
Strategic Plan Report	Scott Van't Land <i>Board Chair</i>
- Vote on the Proposed Constitution and Bylaws Update	
- Society Staffing Cover Letter and Job Descriptions	
• Executive Director	
• Director of Discipleship	
Presentation of the 2022-2023 Budget and motion to approve the same	Heidi Sikkens <i>Board Treasurer</i>
Members Business	Scott Van't Land <i>Board Chair</i>
<i>Song: There is a Redeemer</i>	
Closing	Julia Sinke <i>Board Vice Chair</i>

Amazing Grace (My Chains Are Gone)

Verse 1

Amazing grace how sweet the sound
That saved a wretch like me
I once was lost but now I'm found
Was blind but now I see

Verse 2

'Twas grace that taught my heart to fear
And grace my fears relieved
How precious did that grace appear
The hour I first believed

Chorus

My chains are gone I've been set free
My God my Savior has ransomed me
And like a flood His mercy rains
Unending love amazing grace

Verse 3

The Lord has promised good to me
His word my hope secures
He will my shield and portion be
As long as life endures

Chorus

Verse 4

The earth shall soon dissolve like snow
The sun forbear to shine
But God who called me here below
Will be forever mine

CCLI Song # 4768151
Chris Tomlin | John Newton | Louie Giglio
CCLI License #1228658

There Is A Redeemer

Verse 1

There is a Redeemer Jesus God's own
Son
Precious Lamb of God Messiah Holy
One

Chorus

Thank You O my Father
For giving us Your Son
And leaving Your Spirit
Till the work on earth is done

Verse 2

Jesus my Redeemer name above all
names
Precious Lamb of God Messiah
O for sinners slain

Chorus

Verse 3

When I stand in glory, I will see His
face
There I'll serve my King forever
In that holy place

Chorus

CCLI Song # 11483
Melody Green
CCLI License # 1228658

Minutes of the Spring Society Meeting

November 29, 2021, via Zoom

1. Welcome – Scott Van't Land, Board Chair, at 7:30
2. Opening Devotions – Heidi Sikkens, Board Treasurer
3. Minutes of May 31, 2021 Society Meeting – Monica Loewen, Board Secretary
 - **MSC** to approve minutes of Spring Society meeting – Motion made by Monica Loewen, seconded by Julia Sinke, carried.
4. Strategic Plan Report – Scott Van't Land, Board Chair
 - ICES Parking lot – the Society is still negotiating with the City of Lethbridge regarding the purchase of the land needed, thus postponing the parking lot development at ICES until this purchase can be completed.
 - ICSS Home Ec room renovation project – Building Committee has received the mandate to gather costs and to move forward on this renovation project as a first priority.
 - Constitution & Bylaw Review – Board Governance Committee has been meeting regularly, working through these documents, hoping to have a presentation at the spring society meeting.
5. Presentation of Audited Financial Statements – Darren Adamson, Avail CPA
 - **MSC** to approve the 2020/2021 audited financial statements as presented – Motion made by Heidi Sikkens, seconded by Josh DeHaan, carried.
6. News from the Board & Members Business – Scott Van't Land, Board Chair
 - Society will be receiving approximately \$370,000 from Lethbridge School Division 51, as part of the provincial lease program.
 - Fundraising updates: Granum/Fort Macleod Croquette fundraiser raised \$14,800; Fall Fill-up raised approximately \$32,500.
 - COVID Update – all SCESA employees are either double vaccinated or are providing proof of a negative COVID test before entering the building.
 - Special thanks to Matthew Bekkering and Barbi Wall for their exemplary work during this pandemic; all Society members are encouraged to appreciate the work our staff are doing, particularly during the pandemic.
 - Special thanks to Jason Ferrie & the Society staff for their exemplary work during the pandemic, ensuring compliance and working with the Lethbridge School Division 51.
 - Thanks to Dr. Cheryl Gilmore and Lethbridge School Division 51 for their support, particularly during this pandemic.
 - Members' Business:
 - Concerns voiced regarding the requirement from Lethbridge School Division of COVID-19 vaccinations to enter the school buildings.
7. Closing Prayer – Julia Sinke, Board Vice Chair
8. Adjournment – Scott Van't Land at 8:25.

The Board of the Society for Christian Education has decided to add 2 positions to the Society staff, while removing 2 other positions.

Executive Director

The first position being added is an Executive Director. The Executive Director will be primarily responsible for promotion of Immanuel Christian Schools and building connections with Society membership and alumni, as well as raising funds.

There are many in our community who do not know what the focus of Immanuel Christian Schools is. The Executive Director will have the responsibility for connecting with the local church community and promoting Immanuel Christian Schools. All local Christian families should know why we exist and what we offer to, so that their children can be educated in the Light of God's Word.

The Executive Director will be responsible for connecting with the alumni of Immanuel Christian Schools. Our students should continue to feel connected to the community of Immanuel Christian Schools after they graduate. It is our hope that God will use this effort so that our Society and alumni can mutually support each other moving forward.

The Executive Director will take over many of the responsibilities of the Business Manager. The responsibilities of the Transportation Coordinator will be directly taken over by the Business Manager. The Society is performing a substantial renovation of the Secondary School campus, and the Business Manager will have the responsibility for overseeing this project so that it is accomplished within budget and according to plan.

The Executive Director and Business Manager will split the responsibilities of the Events Coordinator position, which will be discontinued.

It is the Board's hope that with the addition of this position we will be able to enrol more families. A larger number of students will enable us to gain the critical mass required to offer more diverse programming for our students and give them more choices in their education.

Director of Discipleship

The Director of Discipleship, also known as a chaplain, will have the responsibility to support the spiritual development of our staff and students, primarily at the Secondary School.

The Society had indicated a desire to create this position in the last Strategic Plan. We see that many of our students and staff would benefit from more direct support which will strengthen their faith and their relationship with God. The Board also notes that the social pressures our students experience are growing, and that added Spiritual support and guidance will help them answer the challenges which culture puts to them with God's wisdom and strength.

The Board has previously budgeted funds at each of the Elementary and Secondary School campuses to develop and implement the Teaching for Transformation (TfT) framework for incorporating the Bible into the curriculum. The TfT framework is well suited to the Elementary curriculum but is not easily applied to the Secondary School context. The funds for Secondary School TfT application are being redirected to help fund the Director of Discipleship position.

Society for Christian Education in Southern Alberta

The Society for Christian Education has been operating Immanuel Christian Schools since 1962, providing quality Christian Education for families for 60 years. Our commitment and mission is to provide a Christian environment in which God calls His children to develop and use their gifts for joyful service in His Kingdom.

Immanuel Christian Schools (ICS) operates two campuses, an Elementary and Secondary School in Lethbridge, Alberta. Our membership consists of 325 families and ICS provides education to more than 550 students. We are an independent Society operating as an Alternate School within Lethbridge School District No.51.

POSITION DESCRIPTION (1.0 FTE):

The Executive Director reports to the Society Board and assists in achieving the mission, vision, goals and objectives of the Society. The Executive Director is responsible for the promotion of Immanuel Christian Schools within the Society membership, alumni and the community, for the purpose of raising awareness and funds.

RESPONSIBILITIES:

Society Board

1. Be responsible for carrying out assigned policies and regulations, under the authority of the Board.
2. Attends meetings of the Board, as well as its standing and ad hoc committees, as requested by the Board.
3. Prepares meeting agendas, in collaboration with the Board Chair, as well as all supporting documentation.
4. Provides support and information to all Board committees as necessary.

Society Representation & Promotion

1. Act as an official representative of the Society as needed by the Board, including, but not limited to:
 - a. Attending/participating in school staff hiring interviews, supporting campus principals regarding the faith-based criteria.
 - b. Attending/participating in Society Executive Meetings with Lethbridge School District 51 Executive.
2. Communicate with Society members on a regular basis through school newsletters, individual conversations, etc. Address member questions and concerns as able, deferring to the Board when appropriate.

3. Establish and maintain good working relationships and collaborative arrangements with related communities such as churches, Lethbridge School District No.51, the public sector, other Christian Schools, parents and alumni in order to promote the Society, Immanuel Christian Schools and Christian education.

Society Staff

1. Be responsible for encouraging a relationship of respect and support among the staff and volunteers of the Society, promoting harmonious working conditions.
2. Have oversight of all Society employees; direct, supervise, and review the work of Society office personnel.
3. Be responsible for all Society employee records.
4. Communicate Board policy and direction to Society employees and represent the Society staff to the Board.
5. Provide an effective means of communication with Society employees and the Board, to ensure that two-way communication exists.

Management & Administration

1. Be responsible for all the financial affairs of the Society including, but not limited to, purchasing, accounts payable/receivable, payroll, investing, banking and fund transfers, endowments, issuance of receipts, accounting, and financial reporting.
2. Prepare required financial reports and applications for the Finance and Fee Assistance Committees, in addition to attending meetings of these committees.
3. Work collaboratively with the Society Treasurer, Finance Committee & Business Manager in setting the Society budget for recommendation to the Board.
4. Provide leadership and insight in long term financial planning, in collaboration with the Business Manager.

Fund Development

1. Identify and steward prospective & current donors; build relationships with ICS alumni, encouraging ongoing financial support and future student enrollment.
2. Coordinate, plan and evaluate all community fundraising and promotional events, including the Bits & Bytes Golf Tournament, the ICS Fall Fundraiser and the Friends of Immanuel Dinner, in coordination with the Promotion Committee and volunteer teams.
3. Attend all Promotion Committee meetings, providing required financial reports and budget information.
4. Develop and implement major giving and planned giving fundraising strategies.
5. Stay on top of fundraising trends and the nonprofit community.

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POSITION DESCRIPTION (0.5 FTE):

The Director of Discipleship reports to the Executive Director and provides support to the principals for the spiritual development and growth of staff and students.

RESPONSIBILITIES:

1. Oversee the planning and scheduling of faith building practices into our regular school life including chapels, staff and student devotions/small groups, prayer, observance of Christian liturgical calendar.
2. Collaborating with school admin and staff to develop, plan, organize and lead:
 - Yearly School Theme
 - Chapel Speakers
 - Student worship teams
 - Chapel Schedule
 - Service/Missions Opportunities
 - Student leadership
3. Serve in a pastoral capacity to the teachers, administrators and other staff within the ICSS campus community.
4. Attend ICSS staff meetings and give a biannual report at our Fall and Spring Society meetings.
5. Develop positive relationships with individual students, families and staff as a visible presence in classrooms and hallways.
6. Define and direct (formulate, implement, assess and refine) a comprehensive program of faith formation and discipleship for Immanuel Christian Secondary School students based on the vision, values, and educational philosophy of our school.
7. Identify, budget for, and secure resources to effectively deliver the program, including curricular materials, professional learning opportunities, guest presenters, worship opportunities and service/experiential learning opportunities for students.

Immanuel Christian Schools

SCESA

2022-2023 Budget

	Operations 2022-2023		% of Total Rev/Exp		Operations 2021-2022		% of Total Rev/Exp	Capital
Revenues								
District #51 - Plant O & M Revenue	\$305,000		20.1%		\$315,000		22.6%	
District #51 - Transportation	\$49,500		3.3%		\$49,500		3.6%	
Fees: Membership - Parents	\$59,000		3.9%		\$59,500		4.3%	
Fees: Membership Non-Parent	\$10,000		0.7%		\$10,000		0.7%	
Fees: School Fees	\$884,000		58.4%		\$780,150		56.1%	
Option Fees for ICSS Campus	\$32,000		2.1%		\$32,000		2.3%	
Fees: Transportation	\$249,700		16.5%		\$220,000		15.8%	
Less: Reduced School Fees	(75,000)		-5.0%		(75,000)		-5.4%	
Total Revenue		1,514,200	100%			1,391,150	100%	
Expenses								
Instructional								
Option Fees to be paid to the District	\$32,000				\$32,000			
Salaries-Instructional	\$125,000				\$125,072			
Teaching For Transformation	\$20,250				\$42,000			
Christian Professional Development (Formerly PCCE Dues & Convention Fees)	\$20,000				\$3,500			
Trades Programs Contracts	\$57,600				\$57,600			
Promotion/Development	\$20,000				\$20,000			
Subtotal		\$274,850	15.0%			\$280,172	18.2%	
Society Office								
Salaries	\$208,000				\$107,500			
Pension/Insurance/Gov't Deductions	\$43,000				\$20,750			
Office Supplies/Copier/Postage	\$4,000				\$4,000			
In-Service Training/ IT Equipment/Promotion	\$2,500				\$2,500			
Subtotal		\$257,500	14.0%			\$134,750	8.7%	

