

July 26, 2022

From: Coordinator MGBC Constitution, By-Laws, and Policies and Procedures Ministry Team

To: MGBC

Via: MGBC Deacons

Subject: Changes to the MGBC By-Laws, PLC By-Laws and MGBC Policies and Procedures Manual

Attached: Proposed PLC Directives

The PLC is a ministry of MGBC, therefore cannot have separate by-laws. To correct this, the PLC needs governing directives, and the MGBC By-Laws needs a provision for the PLC. There also needs to be a change to the PLC Committee procedures in the MGBC Policies and Procedures Manual.

The PLC Directives have been developed by the PLC Director, the PLC Committee and the MGBC Constitution, By-Laws, Policies and Procedures Ministry Team. The governing directives contains most of what are in the current PLC By-Laws along with some additions. The PLC Directives reference other PLC documents rather than have a redundancy of information included in the PLC Directives. The proposed PLC Directives are attached.

The MGBC By-Laws will need an addition in Article V: Educational Ministries. Section 5 will become Section 6, and Section 5 will contain the provision for the PLC. The proposed read is:

The MGBC Preschool Learning Center (PLC) is a weekday ministry for children ranging in age from infancy (six weeks of age) through age four. The PLC provides curriculum and learning experiences consistent with MGBC's Constitutional beliefs and the authority of the Bible. The PLC shall have a director, assistant director, teachers, and a PLC Committee. The PLC shall be governed by the PLC Directives, and it shall be financed by a tuition charge recommended by the Director and approved by the PLC Committee. The PLC shall not discriminate based on race, religion, sex, color and/or ethnic origin in the administration of educational and admission policies. The admissions policies do state that the PLC teaches only traditional and Biblical family values, roles and lifestyles and does not teach alternate lifestyles as they are not instituted by God (Genesis 4:1).

The policies for the PLC Committee, contained in the MGBC Policies and Procedures Manual, need to be changed. The proposed read is:

**The Preschool Learning Center Committee** shall consist of the PLC Director (ex-officio), Assistant PLC Director (ex-officio), a currently elected deacon, (ex-officio), a member of the Finance Committee (ex-officio), PLC Committee Chairperson (appointed by the Nominating Committee), a minimum of five MGBC members, and, when possible, a parent of a child enrolled in the PLC who is not a member of MGBC (ex-officio).

The responsibilities of the PLC Chairperson and the committee members are contained in the MGBC PLC Administrative Directives.

The following steps are required:

Approval of the Deacons/Yokefellows,  
Handouts/email to the church for review,  
Question and answer session for the church, and  
Church vote.

Respectfully,

Chuck Keistler

**Myrtle Grove Baptist Church Preschool  
Learning Center (PLC) Administrative  
Directives**

**August , 2022**

**Draft**

## **General Information:**

Myrtle Grove Baptist Church authorized the organization and operation of a weekday ministry for children ranging in age from infancy (six weeks of age) through age four, with age-appropriate programs for children as determined by the Director.

Believing the most impressionable years of a child's life occur between the ages of birth and six years, the PLC shall strive to ensure that a sense of pride and self-worth are established by receiving the child in Christian love as a unique creation of God regardless of race, color, creed, or religion. The PLC shall

- develop a sense of appreciation of God's beautiful world and His Holy Bible as the infallible word of God,
- develop daily success in the child's work and play by encouraging the child to complete tasks within his/her potential,
- give the child his/her best memories by exposure to a given number of positive hands-on learning experiences, and
- provide a Christ-centered environment for the child and an outreach ministry to the family as extensions to the home environment.

The PLC Employees are required to follow the guidelines established in the PLC Employee Handbook and Florida law.

PLC employees are also required to follow established PLC curriculum guidelines.

### **PHILOSOPHY: We believe**

- that, as a preschool, age-appropriate activities, with loving guidance, should be incorporated daily to instruct the child in basic math, language, science, and reading concepts,
- that the autonomy of each child should be accepted and respected as a unique creation of God,
- the Bible is God's word, written by human authors who were under the inspired guidance of the Holy Spirit. The Scriptures are inerrant, infallible, and God-breathed and are, therefore, the final authority for faith and life. We believe biblical truths should be taught through Bible stories and by actions and attitudes of born-again teachers as commanded in Matthew 22:37-39, "Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with your entire mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.'" (Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:150, 160; Psalm 12:6; Proverbs 30:5),
- that the application of unit themes should be founded on the premise that God created the world and everything in it as stated in Genesis 1:31, "God saw all that He had made, and it was very good. And there was evening, and there was morning – the sixth day." (Genesis 1-2; Exodus 20:11),

- that creative expression should be promoted in art, dramatic play, music, and recreation to reinforce the child's developing personality and self-esteem,
- that God has given parents the responsibility to bring their children up in the nurture and discipline of the Lord. We believe that it is the parents' responsibility to educate and discipline their children in the truth of God. We believe that the church must work to compliment the parents' efforts and facilitate Godly living within the home. (Ephesians 6:4; Proverbs 22:6; Deuteronomy 6:6-9; Joshua 24:15),
- that traditional family roles should be taught as instituted by God to enhance moral/spiritual values (Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalm 127:3-5; Proverbs 19:18, 22:15, 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33, 6:1-4; Colossians 3:18-21; Hebrews 13:4; 1 Peter 3:1-7), and
- that a daily schedule should be maintained consistently to promote the health, growth, and development of each child physically.

**Curriculum:**

The PLC shall provide curriculum and learning experiences consistent with the MGBC Constitution and the Baptist Faith and Messenger, 2000. The PLC shall use curriculum based on the Association of Christian Schools International (ACSI) or equivalent guidelines.

**Class Size:**

Maximum class size shall be based upon square foot per child per age group as directed by the Florida Department of Children and Families guidelines, and for the best interest of childhood development and safety.

**Licensing:** The PLC shall maintain its licensing through the Florida Department of Children and Families.

**Association:** The PLC is associated with ACSI for the purposes of legal defense, receiving state mandated training for staff members, and administrative support.

**General Policies and Guidelines:** The PLC shall follow the MGBC Policies and Procedures Manual, Section 5: Committee Policies and Procedures, except for budgeting and purchasing.

**Finances:**

- The PLC shall be financed by a tuition charge recommended by the PLC Director and approved by the PLC Committee.
- The PLC Director and PLC Committee shall prepare an annual budget. The budget shall be presented to the church at a business meeting.
- The PLC Director and PLC Committee shall supervise the PLC finances.
- The PLC Director shall ensure an appropriate financial record keeping system is maintained.

- The MGBC Financial Ministry Assistant shall maintain and process all financial transactions.
- Monthly budget reports shall be reviewed and approved by the PLC Committee.
- Monthly budget reports shall be included in the MGBC Finance Committee's package for review.
- Quarterly budget statements (January, April, July, and October) shall be included in the MGBC business meeting package.
- The PLC Fiscal Year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

**Security:** PLC Staff, volunteers and parents shall follow the security guidelines established in the PLC Employee Handbook and the PLC Parent Handbook.

**Child Abuse Protection:**

The PLC staff shall follow the guidelines established by Florida law to help prevent and to report child abuse.

Child abuse prevention and reporting training shall be attended by all staff annually or as required by Florida statutes and/or regulations.

**Preschool Learning Center Committee:**

Members of the PLC Committee are listed in the MGBC Policies and Procedures Section 6.

Members of the PLC Committee shall also follow the qualifications, duties and responsibilities, and code of ethics specified in these directives.

**Qualifications of PLC Committee Members:** All members shall

- be an active Christian in good standing with MGBC as evidenced by his/her lifestyle and participation in church functions,
- not vote if they are an employee of the PLC or a relative of an employee,
- exemplify a life of Christian faith and loyalty to the word of God,
- support the priority of Christian education for children,
- have personal integrity and an appreciation of the value of Christian education, and
- have the ability to work with others, and be willing to make sacrifices, and have knowledge pertaining to children in order to serve on the PLC Committee.

**Duties and Responsibilities of PLC Committee Members:** All members shall

- carry out the PLC directives as approved by MGBC,
- develop and recommend to MGBC the policies and procedures for operating and administering the PLC program,
- review recommendations when requested by the PLC Director related to hiring, dismissing, and evaluating staff,

- evaluate the PLC Director annually,
- assist the PLC Director in preparing the annual budget,
- ensure the PLC program and facilities comply with legal and licensing requirements,
- assist with public relations efforts to inform, involve, and educate church members and the community about the program,
- recommend short-range and long-range goals for development of the educational program, facilities, and playgrounds,
- address appropriate inquiries and complaints regarding the PLC, and
- ensure its Christlike ministry to families.

**PLC Committee Code of Ethics:** All members shall

- be faithful in attending meetings,
- prepare for each meeting by reviewing agenda related items and materials,
- pray for the PLC,
- keep all committee issues in confidence, refraining from inappropriate discussion of such issues outside of committee meetings,
- avoid entering the classrooms and playgrounds during hours of operation,
- not reprimand or consult an employee directly,
- not have contact with students, and
- address any concerns with the PLC Director.

**PLC Director:** The PLC Director shall

- be employed by a joint recommendation of the PLC Committee and the MGBC Personnel Committee and approved by the church,
- be a member in good standing of MGBC,
- comply with the PLC Director Position Description,
- ensure all directives and policies and procedures for the operation of the PLC are followed,
- provide spiritual leadership to staff, children, and parents,
- maintain compliance with city, county, and state regulations and laws,
- prepare a calendar at the beginning of the academic year listing planned PLC closures for academic reasons as well as all holidays as set by MGBC,
- be responsible for recommending staff to the PLC Committee for approval at the completion of the employee's provisional period, and
- keep the Senior Pastor and Minister of Administration and Education informed about issues that may require their knowledge and support.

**Assistant PLC Director:** The Assistant PLC Director shall

- comply with the Assistant PLC Director Position Description, and
- be responsible for the operation of the PLC in the absence of the PLC Director.

**Personnel (Instructional staff):** PLC employees shall

- have the required training and have successfully completed the provisionary period.
- maintain high standards of Christian character related to the PLC Philosophy and Statement of Faith,
- comply with provisions listed in the PLC Employee Handbook, and
- submit all personal and health records as required in the PLC Employee Handbook.

**Non-Discrimination Policy:** PLC employees and the PLC Committee shall admit students of any race, religion, sex, color and/or national or ethnic origin. However, the MGBC PLC Contract/Agreement states, "Our Center teaches only traditional and Biblical family values, roles, and lifestyles. The PLC does not teach alternate family lifestyles as they are not instituted by God (Genesis 4:1)." And it states, "The PLC's religious emphasis and celebration of religious holidays will focus on the Christian faith. The religious preference of each family is shown respect and is used as a catalyst to teach children to respect the choices of others."