

# Education Director Annual Report

*Brooke Dozark – October 2009 through year-end*

Part-time position involving approximately 15-20 hours per week depending upon need.

Primary functions of position are:

- Development of Church wide adult education.
- Recruit and train teachers, substitute as needed.
- Coordinate classes with Children Education Director.
- Inventory and control of adult education supplies.
- Research and develop adult educational materials.
- Liaison with radio and print media.
- Coordinator for Women's Ministry.
  - Non-voting board member
  - Attend Women's Ministry Board meetings.
  - Contact person for Women's Ministry teams.
  - Research and develop Women's Ministry ideas.

## **October**

Primarily involved reviewing current systems in place and familiarizing myself with teachers, curriculum and events. I made myself available to the Adult Sunday School teachers. I made myself available to FCA and Todd and Leesa Schuetzle and spoke with their FCA group. I attended the Women's Ministry meeting and made myself available to them as well. Spoke with Sara Ogan and let her know that I would be able to help her out in anyway that I could with MOPS.

1. Visited with Kerry Peresta to understand the needs and expectations of this position
2. familiarized myself with how the Church runs and the curriculum being used.
3. Began working on Women's Ministry ideas, getting sign up sheets ready for their annual meeting.
4. Changed the Newcomer's class to the 3<sup>rd</sup> Sunday of each month. I began getting folders ready for each newcomer to be able to take home with them after the class with detailed information about our Church.
5. Attended Women's Ministry Meeting

## November

1. Began Advent participation selection
2. Began brainstorming about additional SS class for adults, spent a lot of time looking at new material for SS classes.
3. Continued working on Women's Ministry sign up sheets, as they held their first sign up on November 22.
4. Newcomer's class on November 15 was well attended with 6 new Individuals in the class
5. Was not able to attend Women's ministry meeting due to being out of town.

## December

1. Continued looking at new material for SS classes.
2. Began working on bringing the movie "To Save a Life" to town, working with Dick Peterson at the State Theater and the company to get this movie here.
  - Spent a lot of time speaking with Dick and Tim Baarts from "To Save a Life" to get the movie here.
  - Set up a pre-screening of the movie for all adults involved with youth of any type here at the Church on December 28, 2009.
  - Reviewed the entire movie.
3. Women's Ministry keeps me busy with getting their books ready for each team. Next sign up drive is set for December 13, 2009.
4. Met with the Capitol Journal to discuss our ad on the website.
  - Met with Elders & Deacons to discuss continuing our ads.
5. Developed 2 new Young Ministry groups:
  - Young Married Adults
  - 20's Something Group.
  - As of December 23, 2009 there are 3 signed up for the 20's group and 1 couple signed up for the Young Married adults.
  - I am hoping to get these started in January 2010.
6. Attended Women's Ministry Meeting moved to November 30.