

**Bylaws of the Fairfax Presbyterian Preschool  
At Fairfax Presbyterian Church**

**Article I**

The name of the organization shall be Fairfax Presbyterian Preschool (hereinafter referred to as the “School”).

**Article II**

The purpose of the School is to provide a half day program for the preschool aged child that does the following: (1) nurtures his/her mind, body, heart, and spirit; (2) introduces him/her to Christian values, theology, and ideas; (3) engages his/her natural curiosity about the world; (4) teaches him/her methods of healthy self-expression and social interaction; and (5) invites him/her to participate in the life-long process of learning.

**Article III**

The School is established by and under the authority of the Session of Fairfax Presbyterian Church (hereinafter referred to as the “Church”).

**Article IV**

The School is governed by a subcommittee of the Christian Education Ministry (hereinafter referred to as “CEM”) of the Church called the Preschool Committee (hereinafter referred to as the “Committee”). The CEM shall be the ministry through which the Committee conveys all information regarding the School (as proscribed in the Bylaws) to the Session. Programmatic issues shall be brought to the CEM. Personnel issues shall be brought to the Staff Personnel and Administration Ministry (hereinafter referred to as the “SPAM”).

**Article V**

As the governing body of the School, the Committee shall oversee all the School operations and activities. It shall make certain that all persons involved in any way with the School follow the established goals and philosophies, policies and procedures, Bylaws and other printed guidelines, of the School. The committee shall foster a healthy working relationship between the Church and the School. The Committee shall assist the Director in carrying out the goals and philosophies of the School. The Committee shall also act as a resource to teachers, parents, and others caregivers of the School to further enhance the working relationships between all parties.

**Article VI**

The Preschool Committee must consist of three (3) Church members, 2 custodial caregivers, 1 rotating teacher representative, 1 CEM representative (i.e., Associate Pastor

responsible for Christian Education Spiritual Formation or CE Elder), and 1 Preschool Director. The Committee should not exceed 10 members. **No more than 3 may be nonmembers of the Church.**

1. One (1) church member will be appointed as Chairperson by the CEM and approved by the Session. This church member shall have at least one child attending the Preschool. The Chairperson shall serve a two-year term beginning on the first day of July and will report to the CEM monthly regarding School matters.
2. Two (2) other Church members appointed by the chairperson and approved by the CEM.
3. Two (2) custodial caregivers appointed by the chairperson and approved by the CEM. A custodial caregiver is any person who has part-time or full-time care of a currently enrolled student and regularly participates in the School program as a classroom helper, carpool driver, nursery worker, or in other capacities. This would include a parent, nanny, neighbor, or grandparent. (NOTE: A Committee member may be both a church member and a custodial caregiver.)
4. One (1) School Staff Member. A staff member shall be present at every Committee meeting. The staff member shall attend the meeting on a rotating basis according to the schedule made by the Director in September. They will be considered to have one vote as a body. The staff representative at each meeting will be considered the voting member and shall vote only on issues addressed at that meeting. The staff member shall, however, not vote on issues related to the staffing of the School. These include, but are not limited to, interviewing job applicants, reviewing salary and benefits packages, and evaluating staff members. The Chairperson and/or CEM may ask a teacher, to abstain from voting on other issues which might represent a conflict of interest.

The CEM representative on the Church and the Director of the School shall be ex-officio members of the Committee.

Each member of the Committee shall be appointed for a two-year term and shall serve no more than two consecutive terms. Members shall be appointed so that no more than three (3) terms expire per year. Vacancies occurring midterm on the Committee shall be filled by persons appointed by the Chairperson and approved by the CEM. The interim members shall serve until the vacated terms expire.

All members of the Committee, appointed and ex-officio shall have full voting privileges. An absentee member may vote on a specific item on the current Agenda if that vote is forwarded to the Chairperson, in writing, within three (3) working days after the meeting.

A Treasurer and Secretary shall be appointed by the Chairperson from the members of the Committee to serve a one-year term subject to renewal.

## **Article VII**

The Director of the School shall be hired and terminated by the Session of the Church in accordance with policies established through the SPAM. The Committee Chairperson, the Pastor of Fairfax Presbyterian Church (Head of Staff) and a Member of SPAM shall complete an annual performance evaluation of the Director in June following completion of the school year. This evaluation shall include input from Committee members, staff members and parents of children enrolled in the School. In the event a dismissal of the current Director is sought, or the Director gives notice of resignation, SPAM will take the necessary action according to the established policies. All teachers and other School staff shall be hired and terminated by the Committee in cooperation with the Director. The Committee shall establish rates of compensation for all School staff and shall consider compensation packages based on individual staff performance evaluations and the recommendations of the Director.

## **Article VIII**

The Director of the School shall submit a planning and operating budget for the upcoming year to the Committee for review and approval in June. Upon review, the Committee shall submit the budget to the CEM for final approval by the Session of the Church. A yearly audit of the School budget shall be done in conjunction with the Church audit.

## **Article IX**

In June and July prior to the upcoming school year, the Director shall review and update the curriculum and program. Any changes to the existing format shall be submitted to the Committee in July. The proposed changes shall then be presented to the Session for approval in August.

## **Article X**

The Bylaws may be amended by a majority of the Committee subject to the approval of the Session of the Church. They must be approved and sent to all the caregivers of students enrolled in the School prior to the beginning of the upcoming school year.

## **Article XI**

These Bylaws are intended to provide an organizational and institutional framework of the School. For information on the policies and procedure, goals and philosophies, of the School see the Policies and Procedures Manual.