

**PRE-CALL MEETING INFORMATION**  
**Early Childhood Ministry (ECM) Director**

Form must be completed, saved, and e-mailed to the district president and [lutheranschools@wels.net](mailto:lutheranschools@wels.net) no later than two weeks prior to the call meeting.

v. 2/21/18

<i>Congregation(s)/ECM::</i>		<i>ID#:</i>	
<i>Street:</i>		<i>Phone:</i>	
<i>City, State, Zip:</i>		<i>E-Mail:</i>	
<i>Date of call meeting:</i>		<i>Date:</i>	
<i>Pastor(s):</i>			
<i>Principal:</i>			
<i>Current enrollment:</i>	Infants <u>      </u> Toddlers <u>      </u> 3 year olds <u>      </u> 4 year olds <u>      </u> Other (specify) <u>                  </u>	<i>Number of ECM teachers/staff:</i> Director(s) <u>      </u> Teachers <u>      </u> Aides <u>      </u> Other(specify) <u>                  </u>	
<i>Our early childhood ministry is state licensed.</i> <input type="checkbox"/> yes <input type="checkbox"/> in the process <input type="checkbox"/> no	<i>Our early childhood is accredited</i> <u>      </u> yes <u>      </u> Accrediting organization: <u>      </u> in the process <u>      </u> no	<i>Our early childhood is</i> <u>      </u> School Year <u>      </u> Year-round	

\*Please list any state requirements regarding the position of early childhood director such as education, experience, etc.

1. Complete this sentence: *Our early childhood ministry exists to . . .*

2. List what you would identify as your early childhood ministry's real strengths.

3. List any needs, concerns, or areas of focus for your current early childhood ministry.

4. Rate your early childhood ministry in each of the following areas (1 is weak; 5 is excellent)

1-5	Area	Comments
	<i>overall concern for the spiritual needs of the children and families</i>	
	<i>friendly and welcoming to parents and visitors</i>	
	<i>unity and cohesiveness of staff</i>	
	<i>communication with families and the congregation</i>	
	<i>congregation's support of the ECM</i>	
	<i>family involvement and support of ECM programs</i>	
	<i>financial support and stability of the ECM</i>	

5. Two things for which your ECM most needs its new director are:

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6. List one or two goals that could or should be considered for the congregation's ECM.

• <i>this year:</i>	
• <i>three years from now:</i>	
• <i>long range:</i>	

7. One thing we would like our new director to know about our ministry is:

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8. *What is the range of years of experience you desire your director to have?*

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*Explain the reasons for this range.*

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9. How many hours of **Scheduled Administrative and Leadership Time (SALT)** will your director have each week to fulfill administrator and leadership roles? (*SALT hours are non-teaching hours during the school day which the director uses for supervision of instruction, curriculum development, administration, and leadership roles. It is recommended that the number of students would refer to the number of full-time equivalent (FTE) students. (EX. 2 students who come only half days-5 days a week would equal one FTE.) It is also recommended that congregations consult the state licensure requirements for their state.*)

# of students in school	Divided by 7.5 =	Hours of SALT/Week
	/ 7.5 =	

10. Please check all of the activities below that are expected and can realistically be accomplished in the SALT (Scheduled Administrative and Leadership Time) which is provided.

	<i>Strengthen, promote, and carry out the mission of the ECM</i>		<i>Develop/maintain staff and parent handbooks</i>
	<i>Develop and carry out a harvest strategy for using the early childhood ministry for outreach</i>		<i>Budgeting &amp; finances (Management of income, expenditures, wages for hired staff, etc.)</i>
	<i>Support and encourage faculty &amp; staff</i>		<i>Short term and long-term planning</i>
	<i>Staff development (Provide/encourage ongoing professional development)</i>		<i>Develop, record, and implement ECM policies</i>
	<i>Supervision of instruction</i>		<i>Strengthen school culture / climate</i>
	<i>Staffing: Acquiring and maintaining staff. (Note ratio requirements by your state)</i>		<i>Provide annual early childhood ministry data and reports to WELS Commission on Lutheran Schools</i>
	<i>Curriculum development</i>		<i>Maintain compliance with EC state licensure.</i>
	<i>Maintain staff files</i>		<i>Develop &amp; share crisis management plans</i>
	<i>Home visits: Determine purpose and objectives Determine who does home visits</i>		<i>Maintain relationships with local public, private, &amp; federation early childhood centers and schools</i>
	<i>Build relationships with all children in the center</i>		<i>Oversee additional programs (e.g. hot lunch, child-care, before and after care, tuition management, endowment, third-source funding , summer school programs)</i>
	<i>Maintain student files.</i>		<i>Manage building and grounds concerns</i>
	<i>Oversee observation and assessment of children</i>		<i>Develop and implement a protocol for ECM prospective families</i>
	<i>Arrange for meeting the exceptional education needs of individual students</i>		<i>School promotion (congregation &amp; community)</i>
	<i>Develop and maintain relationship with local public resources for students and families</i>		<i>Maintain relationships and partnerships with area WELS early childhood ministries and schools</i>
	<i>Establish and maintain ongoing parent communication</i>		<i>Develop and implement a campus safety plan</i>
	<i>Build relationship with all ECM families</i>		<i>Oversee student transportation</i>
	<i>Parent/Family Events-Coordination and implementation</i>		<i>Recruit and manage volunteers</i>
	<i>Prepare reports for and communicate with the Board of Education or Early Childhood Board</i>		<i>Collaborate with pastor, principal, and congregation leaders to carry out the mission of the ECM and congregation</i>
	<i>Pursue ongoing personal professional growth</i>		

11. Describe the secretarial assistance that will be provided to assist with administrative duties in the school.