

are the responsibility of the Church Council and must include as signatories the Ministers of St Mark's Church and their representatives.

Change of Constitution

1. The constitution may not be altered without the approval of the Church Council. In all matters the decision of the Church Council shall be final.

Management Committee

The Management Committee will be appointed annually by the Church Council and meet regularly to ensure the satisfactory management of pre-school. Meetings will be advertised in advance in Partnership News and on noticeboards in the church community centre.

Constitution last checked May 2005

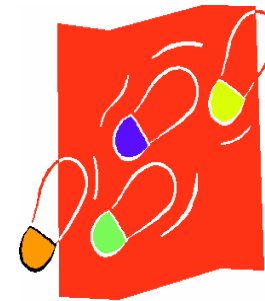


Church of England



Methodist Church

The Constitution of St Mark's Church Pre-school



Aiming for Quality St Mark's is an accredited pre-school
Endorsed by Investors in Children

Constitution

Name

The name of the preschool shall be "St Mark's Church Pre-school."

St Mark's Church Preschool is governed by St Mark's Church Council as a part of St Mark's Church. It falls under the supervision and direction of the ecumenical Church Council of St Mark's Church and has charitable status by virtue of the fact that it is wholly established and governed by St Mark's Church which is itself a charity, belonging to the Church of England and the Methodist Church (Meth Charity Ex No 2074/63).

Objectives

The objectives of the pre-school shall be to provide:

1. Safe and satisfactory individual and group play for the fulfilment of social, physical, emotional, educational and spiritual needs of pre-school children.
2. To bring children and parents into contact with and offer a welcome into the Christian fellowship of the Church.

Details

1. It is expected that the pre-school shall operate daily during weekday mornings and afternoons in St Mark's Church Community Centre.
2. The Church Council will direct that pre-school charges such fees and recovers funding as necessary to cover staff costs and expenses connected with the operation of pre-school on St Mark's Church premises.
3. Equipment, liabilities and obligations of the pre-school are the responsibility of the Church Council.
4. Discussion will take place at Centre Management meetings to discuss the running of pre-school. Church Council shall be informed of such meetings.
5. In consultation with the Ministers there will be a pre-school

service in church at Christmas and Easter to which all children and parents should be invited.

Employment of staff

1. For the furtherance of the objectives of pre-school and to ensure satisfactory operation, St Mark's Church Council shall appoint a Co-ordinator who will be a person sympathetic to the aims and objectives of St Mark's Church.
2. The day to day running of the pre-school shall be the responsibility of the Co-ordinator acting under the general supervision of the Chair of the Church Council or their representative.
3. Sufficient staff shall be employed to ensure the safe and satisfactory operation of pre-school within all current legislation.
4. All staff will be encouraged to gain suitable training to help equip them for their work in pre-school.
5. All staff will be made aware of Health and Safety and other policies governing employees and use of the Church Centre.

Annual General Meeting

An Annual General Meeting shall be held each year at which a written report shall be presented to parents by the Co-ordinator. All staff, parents and members of St Mark's Church Council should be encouraged to attend.

Finance

1. The payment of all staff is the responsibility of St Mark's Church Council.
2. St Mark's Church Council, Bedford, Church of England/ Methodist Partnership is a body having charitable status. The pre-school is financially accountable to the Church Council. Any bank accounts opened for managing funds