

Chapter 6 – Guidelines for the Graduation Committee

“Whatever you do, do all to the glory of God”.

1 Corinthians 10:31b

6.1 General Guidelines for Graduation

In all aspects of conduct in planning each year’s graduation ceremony, the Graduation Committee should be centered in prayer and filled with God’s love and joy. Above all, every member should glorify God in all they say and do, being an example to their children in godly ways to present ideas and make decisions. In striving for unity within the Graduation Committee, and by using modesty in our approach and putting others above ourselves, we will glorify God.

Participation

In preparation for the Graduation Committee meetings, those who plan to participate should familiarize themselves with the following:

- ◆ GCCHSA By-laws *
- ◆ GCCHSA Policies (specifically those pertaining to Graduation) *
- ◆ GCCHSA Graduation Manual
 - ◇ GCCHSA Suggested Timeline and Checklist
 - ◇ GCCHSA Graduation Information Form
 - ◇ GCCHSA Senior Worksheet
 - ◇ GCCHSA Registration Form

* These items may not be amended except by the General Board of Trustees.

As stated in the By-Laws (Article III.B.3., III.D.), those who plan to be on the Graduation Committee must be members in good standing of the GCCHSA in order to participate in activities such as GCCHSA Graduation Committee Meetings. To attend Graduation Committee meetings and/or activities, all GCCHSA new registrations and renewals must be current and dues must be paid. If a family has not joined the GCCHSA or renewed their membership before a specified activity begins, they shall not participate in that meeting and/or activity, even if they have previously registered for that meeting or event. Potential new members may attend one Graduation Committee meeting, but may not participate in discussions or voting. Thereafter, they must join the GCCHSA in order to continue to attend meetings.

Announcement of the First Meeting

The first Graduation Committee meeting shall be held each year in September, during the week prior to the meeting of the General Board of Trustees. The announcement of this information shall be made by the General Board of Trustees, and shall be placed in the August and September newsletters by the Graduation Committee Coordinator.

6.2 Graduation Committee Defined

The Graduation Committee is comprised of all parents who are members in good standing of the GCCHSA who have an 8th-grade or 12th-grade student who will be participating in that year’s graduation ceremony.

6.3 Graduation Coordinator

Each year, a Graduation Coordinator shall be appointed or reappointed by the General Board of Trustees from the members of the General Board of Trustees. The Graduation Coordinator shall not have an 8th-grade or 12th-grade student participating in the graduation ceremony for that year and shall not vote at the Graduation Committee meetings. The Graduation Coordinator shall be the liaison between the Graduation Committee and the General Board of Trustees. The Graduation Coordinator is responsible for planning and moderating the first Graduation Committee meeting. At that meeting, the Graduation Coordinator shall review the graduation policies and guidelines with the Graduation Committee to ensure that each member of the Committee understands and agrees with those policies. The Graduation Coordinator shall also explain all positions that need to be filled. The Graduation Coordinator shall receive all nominations in writing, and shall oversee the voting for elected positions at the beginning of the second Graduation Committee meeting. The Graduation Coordinator shall continue to attend all Graduation Committee meetings as a neutral facilitator, working harmoniously with the Graduation Committee to help it accomplish its work openly and fairly. At the first meeting of the General Board of Trustees after each Graduation Committee meeting, the Graduation Coordinator shall present the minutes from that Graduation Committee meeting. The Graduation Coordinator shall also present the Graduation Committee Treasurer's monthly report to the General Board of Trustees.

The Graduation Coordinator shall encourage all members of the Graduation Committee to voice their ideas and shall not take sides or advocate any one point of view during a meeting. Additionally, the Graduation Coordinator shall seek to ensure that each meeting glorifies God, is conducted with love, and maintains a cohesive and comfortable atmosphere. The Graduation Coordinator shall work closely with the Graduation Committee Chair to ensure smooth operation and adherence to timelines set forth, and that all decisions are properly voted upon. If the Graduation Committee Chair is unable to attend a meeting, she/he shall provide the Graduation Coordinator with a meeting agenda, and the Graduation Coordinator shall moderate that particular meeting. If the Graduation Committee Chair, the Graduation Committee Secretary, or the Graduation Committee Treasurer becomes unable to fulfill their position, the Graduation Coordinator shall conduct elections to fill the vacated position.

The Graduation Coordinator shall continue as the liaison between the Graduation Committee and the General Board of Trustees for the entire year, and shall continue working with the Graduation Committee Chair beyond the graduation ceremony until all outstanding items are complete, such as Graduation Committee Treasurer accounts, and yearbook and video deliveries. The Graduation Coordinator shall maintain the graduation notebook and shall build upon it yearly.

6.4 Elected Positions

The following positions shall be elected by the members of the Graduation Committee from the members of the Graduation Committee. Nominations must be made to the Graduation Coordinator in writing or by e-mail. Members may nominate themselves or any other member of the Committee with that person's permission. The Graduation Coordinator shall present all nominations to the Graduation Committee and shall oversee the voting process. All positions should be elected at the beginning of the second Graduation Committee meeting. No other business shall be conducted at the second meeting until the positions of Graduation Committee Chair and Graduation Committee Secretary are filled.

Graduation Committee Chair

The Graduation Committee Chair is responsible for the smooth operation of the Graduation Committee. The Chair shall create meeting agendas and lists of items to be voted on at meetings of the Graduation Committee. These shall be e-mailed to the Graduation Committee one week prior to each scheduled meeting. The Chair shall moderate Graduation Committee meetings, ensuring that all decisions are made according to a majority vote, and that policies and deadlines are adhered to. The Chair shall review graduation policies with each new member of the Graduation Committee to ensure that they understand and agree with those policies. The Chair shall also answer phone calls and e-mails, and ensure that all correspondence, including e-mail and phone call notes, is entered into the minutes at the next meeting. The Chair shall work closely with all other members of the Committee to ensure they adhere to the guidelines and timelines, and provide accurate and timely updates to the Graduation Committee during meetings and by e-mail between meetings. Above all, the Chair shall strive to keep the Graduation Committee unified.

The Graduation Committee Chair shall work closely with the Graduation Coordinator (including copying the Graduation Coordinator on all e-mails and other correspondence). The Chair shall continue working with the Graduation Coordinator beyond the graduation ceremony to ensure that all outstanding items are complete, such as Graduation Committee Treasurer accounts, and yearbook and video deliveries.

Graduation Committee Secretary

The Graduation Committee Secretary shall take minutes at all meetings of the Graduation Committee. No later than one week after each meeting, minutes shall be e-mailed to all members of the Graduation Committee as well as to the Graduation Coordinator. Should the Graduation Committee Secretary be unable to attend a Graduation Committee meeting, an acting secretary shall be appointed by the Chair or the Graduation Coordinator. The temporary acting secretary cannot hold any other elected position on the Graduation Committee. The Graduation Committee Secretary shall e-mail all announcements for the newsletter to the Graduation Coordinator, who shall bring them to the next General Board Meeting to obtain the approval of the General Board of Trustees. The Graduation Committee Secretary shall maintain copies of all minutes in a designated notebook, which shall be passed on to the Graduation Coordinator for the next year's Graduation Committee.

Graduation Committee Treasurer

The Graduation Committee Treasurer is responsible for making deposits of funds received by the Graduation Committee, making payments authorized by the Committee, and reporting monthly on all financial activity of the Committee.

Once elected, the Graduation Committee Treasurer shall contact the Treasurer of the General Board of Trustees so that he/she may be added as an authorized signer on the Graduation Bank Account. The bank shall continue to send all statements and communications to the Treasurer of the General Board of Trustees, who shall then send the Graduation Committee Treasurer a copy of the statement so that the Graduation Committee Treasurer can balance the Graduation Bank Account.

The Graduation Committee Treasurer shall deposit funds within one week of receiving them.

Guidelines for recording financial activities shall be given to the Graduation Committee Treasurer by the Treasurer of the General Board of Trustees, and must be adhered to. Each month, a financial report shall be prepared by the Graduation Committee Treasurer in the format provided by the Treasurer of the General Board of Trustees. This report shall be given to the Graduation Coordinator prior to each month's meeting of the General Board of Trustees. This same report shall be presented to the Graduation Committee at the next Graduation Committee meeting.

By June 30, the Graduation Treasurer shall settle the graduation account, provide a final financial statement to the Graduation Coordinator, and return the checkbook and copies of all records to the Treasurer of the General Board of Trustees. In accordance with the By-Laws governing all GCCHSA accounts, the graduation account shall be reviewed annually by an outside Certified Public Accountant (CPA).

6.5 Job Positions

Yearbook Coordinator

The Yearbook Coordinator oversees the assembly of the GCCHSA Yearbook, obtaining potential ideas from the Graduation Committee and students. The Yearbook Coordinator must be willing to oversee a Student Yearbook Committee *if there is one that year*. The Yearbook Coordinator shall research options and pricing from various vendors for presentation to the Graduation Committee at the January meeting. The Yearbook Coordinator shall secure a vendor, obtain a contract, and keep receipts for the Graduation Committee Treasurer. The Yearbook Coordinator shall ensure, with the help of the Graduation Coordinator, that all photos are appropriate and modest. The Yearbook Coordinator shall keep the Graduation Committee informed of items needed and deadlines for submission of those items. The Yearbook Coordinator shall provide monthly updates to the Graduation Committee and the Graduation Coordinator. The Yearbook Coordinator shall make provision for presentation of the layout to the Graduation Committee and allow for revisions. The Yearbook Coordinator shall present a final proof of the yearbook to the General Board of Trustees for approval at the June Board Meeting prior to the yearbook being printed. The Yearbook Coordinator shall remain accountable to the General Board of Trustees until the yearbook has been completed and delivered, providing e-mail updates to the members of the Graduation Committee. The target date for delivery of the yearbook should be July 31st of the same year.

Video Coordinator

The Video Coordinator shall oversee the process of obtaining a videographer by obtaining suggestions from the Graduation Committee, researching various companies, and obtaining pricing and contract information. This information shall be presented at the January meeting. Once a videographer is chosen, the Video Coordinator shall secure a contract for the videographer's services by the end of February. One month, and again one week, prior to the graduation ceremony, the Video Coordinator shall contact the videographer to review all details regarding date, time, and location. All details of this contact shall be reported to the Graduation Committee at a subsequent meeting or via e-mail. On the night of the graduation ceremony, the Video Coordinator shall work with the videographer before the ceremony to ensure that the videographer has everything he/she needs to do the job properly. The Video Coordinator shall remain accountable to the Graduation Committee Chair until the videos have been delivered,

providing e-mail updates to the members of the Graduation Committee. The target date for delivery of the videos should be by July 31st of the same year.

Decorations Coordinator

The Decorations Coordinator oversees the process of decorating the church for the graduation ceremony, obtaining ideas and suggestions from the Graduation Committee, researching various suggestions, and obtaining pricing information. The Decorations Coordinator shall research the church's guidelines regarding decorations. The Decorations Coordinator shall present ideas and costs to the Graduation Committee by no later than April. The Decorations Coordinator shall oversee all purchases, submit accurate receipts to the Graduation Committee Treasurer, and decorate the church prior to the graduation ceremony, adhering to the church's guidelines.

6.6 Guidelines for Meetings

“Walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.” **Ephesians 4:1a-3**

All meetings should open and close with prayer.

The General Board of Trustees recognizes that procedural guidelines must exist for the conduct of all meetings of the General Board of Trustees and its subordinate groups (i.e., Jr./Sr. High Board, Graduation Committee, etc.). The existence of a procedural model, as required by the By-Laws, shall facilitate the smooth running and uniformity of process at each of the various regular meetings. Due to the ubiquitous nature and familiarity of *Roberts Rules of Order*, the General Board of Trustees has chosen these guidelines to be the model of order for all meetings. At the first Graduation Committee meeting, the Graduation Coordinator shall review guidelines on the use of *Roberts Rules of Order*.

All members of the Graduation Committee should be treated with respect and love. Any grievances shall be worked out privately among the aggrieved parties. If a solution cannot be found, the aggrieved parties shall approach the Graduation Committee Chair, who shall attempt to find a solution. If a solution cannot be found, the matter shall be brought to the Graduation Coordinator for resolution. Should a resolution still not be found, the matter shall be brought to the General Board of Trustees. The Board's decision on the matter shall be final.

6.7 Guidelines for Procedures

“Be kindly affectionate to one another with brotherly love, in honor giving preference to one another”. **Romans 12:10**

The Graduation Committee shall decide whether or not to allow participation of a potential graduate whose family joins the GCCHSA after the deadline for registration for graduation.

As much as possible, ideas and issues should be discussed at one meeting and voted upon at the next meeting, giving the members of the Graduation Committee time to make an informed decision. Each pre-meeting agenda should list all items for which discussion and voting will be required within the upcoming meeting.

The Graduation Committee shall incorporate the official organizational colors of royal blue and white into the graduation ceremony (for caps and gowns, decorations, and banners).

Yearbooks, programs, diplomas, etc. may also incorporate the official organizational colors as deemed appropriate.

All checks written by members of the Graduation Committee for monies owed for graduation items, including registration, yearbooks, and videos, shall be made payable to “*GCCHSA-Graduation*” and remitted to the Graduation Committee Treasurer. No checks shall be made payable to individuals.

Each year the General Board of Trustees shall purchase one copy of the yearbook and one copy of the video to keep on file. The Graduation Coordinator shall ensure that ten copies of the Graduation program are obtained and placed with the Graduation notebook.

6.8 Graduation Account

A sum of \$100.00 shall be kept in the Graduation Account, as that is the minimum balance required by the bank. Every Graduation Committee should plan to break even, and must leave the minimum balance of \$100.00 intact. In the event that there are funds in excess of the \$100.00 after all graduation expenses are paid, then, at the discretion of the General Board of Trustees, the remaining balance can be left in the account, transferred to the insurance account, or refunded to the members of that year’s Graduation Committee. The General Board of Trustees shall contribute to each year’s graduation fund an amount equal to 4% of membership fees minus insurance costs.