

TRINITY CHRISTIAN SCHOOL OF PALM BEACH GARDENS

PARENT-TEACHER FELLOWSHIP

Ministry Guidelines

Section 1: Name

The name of the organization shall be the **Trinity Christian School Parent Teacher Fellowship**, hereafter referred to as “**PTF**”. Trinity Christian School of Palm Beach Gardens shall hereafter be referred to as “**School**” or “**TCS**”. The students, their families, and the administration, faculty and staff at TCS are hereafter referred to as “**TCS Community**.”

Section 2: Purpose

The PTF is a volunteer group of individuals who have come together to promote unity, provide opportunities for parents of students who attend TCS to encourage the administration and faculty, promote the welfare of the students through parental involvement in the School, strengthen coordination among parents, students, and TCS staff and, facilitate prayer meetings, worship opportunities and Bible studies for parents of TCS students. Establishing and building on a God glorifying, Jesus exalting and Holy Spirit empowering spiritual foundation is not only beneficial to each family, but extremely edifying to the TCS faculty, staff, and administration.

Section 3: Basic Policies

The PTF is not an independent organization, but rather operates under the authority of the Head-of-School for TCS. As a School-affiliate organization, its activities and the conduct of its members must align with the School’s Statement of Faith, Core Beliefs, and Core Purpose, Mission and Commitments. The PTF shall be noncommercial, nonsectarian and nonpartisan. The PTF shall not, in any way, directly or indirectly, participate or intervene (including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The PTF name or the names of any members in their PTF official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion and advancement of the Objectives of the PTF as set forth below.

Section 4: Objectives

- Glorify Christ in everything that is said and done.
- Organize the PTF prayer, fellowship and Bible studies for the TCS Community.
- Encourage effective communication amongst the TCS Community.
- Aid families in their understanding of Christian education in order to equip them to ultimately be more effective in raising their children.
- Promote the Christian growth of children in our homes, School, church and community and the cause of a Christ-centered, Biblically integrated education.
- Support and participate in the raising of funds to support the activities of TCS.
- Provide enthusiastic volunteers for School-wide events and activities.

- Connect new and existing families.
- **Provide an opportunity and a forum for parental involvement, including encouraging parents to serve on committees and assist in the planning and execution of events.**

Section 4: Members

- Parents, stepparents, and legal guardians of students currently enrolled at TCS.
- All School administrators and faculty.

Section 5: PTF Executive Committee and Officers

- The officers of the PTF, hereafter referred to as the “**PTF Executive Committee**”, shall consist of a President, Vice President, Secretary, and Treasurer, and such other officers as determined by the Head-of-School from time to time.
- All officers shall be appointed, and may be removed, by the Head-of-School.
- The role of officers shall be as determined by the Head-of-School.
- The other officers of the PTF shall consist of Room Parent Coordinators and the Chairpersons of the various events, programs and committees.
- The PTF Executive Committee shall handle the regular business of the PTF.
- Regular meetings of the PTF Executive Committee will be held during the School year and a quorum shall not be less than three officers.
- All officers shall volunteer a minimum of five hours for the annual Pumpkin Patch.

Section 6: Term of Office

- Officers shall serve a one-year term. The term of office for any officer shall begin July 1st and end June 30th.
- Any vacancy of an officer position shall be filled by appointment by the Head-of-School, and the person so appointed shall serve out the remainder of the term.

Section 7: Qualifications

- Each officer of the PTF must be a professing and practicing Christian and be an active and contributing member of a local evangelical church.
- Each officer of the PTF shall maintain an exemplary Christian life.
- All officers shall sign the Statement of Faith and Core Values of TCS and subscribe to the principles and precepts of TCS as set forth in I Timothy Chapter 3.

Section 8: Meetings

- The Head-of-School shall set all general and special meetings of the PTF.

Section 9: Amendments

- These Ministry Guidelines may be amended from time to time by the Head-of-School, subject to the TCS Board of Directors approval.