

Mennonite Schools Council Policy Manual

Revised October 2014

Menonite Schools Council

Policy Index

Council Organization and Operations

BACKGROUND

- 100 Guiding Principles
- 110 Mission/Purpose/Goals
- 120 MSC/MEA Statements of Arrangement
- 130 Amendments to the Policy Manual
- 140 Cooperative Initiatives of Menonite Schools Council
and Menonite Education Agency
- 150 Conference Planning Partnership
- 160 MEA Staff School Visits and Consultations

FISCAL YEAR AND MEETINGS

- 200 Fiscal Year
- 210 Regular Meetings
- 220 Other Meetings

MEMBERSHIP

- 300 Expectations/Benefits
- 310 Continuing Membership
- 320 Potential Members
- 330 Application Procedures
- 340 New Administrator Orientation
- 350 Administrators of Nonmember Schools
- 360 Withdrawal

OFFICERS

- 400 Election
- 410 Role of Executive Committee
- 420 Role of the Chair
- 430 Role of Vice Chair
- 440 Role of the Secretary
- 450 Role of the Treasurer

FINANCES

- 500 Member Dues
- 510 Research Projects

- 520 MEA Fees
- 530 Reimbursement Requests
- 540 Transportation Expenses
- 550 Canadian and U.S. Currency Exchange

COMMUNICATION/PROMOTION

- 600 News Releases on MSC Activities

Council Programs and Activities

MENNONITE EDUCATORS CONFERENCE

- 1000 Purpose
- 1010 The Planning Process
- 1020 Planning Responsibilities
- 1030 Financial Responsibilities
- 1040 On-Site Responsibilities

MUSIC FESTIVALS

- 1100 Goals for the Music Festivals
- 1110 Middle School Regional Choral Festivals
- 1120 Administration of the High School Choral Festival
- 1130 High School Choral Festival Schedule
- 1140 High School Choral Festival Students
- 1150 High School Choral Festival Income
- 1160 High School Choral Festival Expenses
- 1170 High School Choral Festival Host School Responsibilities
- 1180 Regional Instrumental Festival Guidelines

BOARD AND ADMINISTRATORS WORKSHOP

- 1200 Board Workshop Policies

RELATIONSHIP TO MENNONITE COLLEGES

- 1300 Partners in Mennonite Education
- 1310 MSC College Consultations

CURRICULUM DEVELOPMENT

- 1400 Curriculum Materials

OTHER ACTIVITIES AND PROGRAMS

1500 Data Gathering and Distribution

1510 Teacher Exchange

1520 Other Activities and Programs

UPDATED, KA, August 2015

REVISED, Alan Dueck, October 2014

UPDATED, JDY, August 11, 2005

REVISED, Dick Thomas, July 14, 2005

UPDATED, JDY July 9, 2005

PROPOSED POLICY AND PROCEDURES MANUAL, June 20, 2005

February 1997

FOUNDATIONAL DOCUMENTS

Policy Title: GUIDING PRINCIPLES

Code No. 100

- 100.1 The Mennonite Schools Council (MSC) is an organization of PreK-12 Anabaptist schools. MSC operates with a Statement of Arrangements with Mennonite Education Agency of Mennonite Church USA.
- 100.2 The chief administrator of each member school serves as the official school representative in Council meetings. When the chief administrator cannot be present, an assistant administrator shall represent the school.
- 100.3 MSC shall carry out its activities with sensitivity to the uniqueness of the supporting constituency of each member school.
- 100.4 MSC shall plan a variety of activities and programs through which the goals and purposes of the Council are achieved.
- 100.5 MSC shall meet regularly during the year to plan and carry out the various activities and programs it sponsors.
- 100.6 MSC shall be responsible to plan in-service activities for the professional enrichment of administrators, board members, and staff persons of its member schools, and for personal enrichment of administrators. .

June 28, 2005

February 1997

FOUNDATIONAL DOCUMENTS

Policy Title: MISSION/PURPOSE/GOALS

Code No. 110

- 110.1 The primary purpose of the Mennonite Schools Council is to enable each member school to serve more effectively the church and its youth with its Pre K through high school program:
- a. by focusing a clear vision for Mennonite education as a ministry of the church in calling students to faith in Christ and service to the church.
 - b. by providing regular opportunities for the chief administrators to meet for mutual support, exchange of ideas, and professional development.
 - c. by specific programs/activities that can be done more effectively collectively than individually.
 - d. by providing more visibility and advocacy than could be achieved by an individual school.
 - e. by being distinctive as a school in a Christ-centered education, educational excellence, opportunity, community, and peace.
- 110.2 MSC shall, with the MEA, coordinate joint activities and programs beneficial to administrators, faculty, board members, and/or students of member schools. The purpose shall be to stimulate a unified vision for Christian education based upon Anabaptist/Mennonite theology and to enable persons to serve more effectively in their local settings.
- 110.3 MSC shall cooperate with the Mennonite Education Agency in promoting, coordinating, and strengthening Mennonite PreK-12 education and interpreting Mennonite PreK-12 secondary education to the broader church.
- 110.4 MSC shall provide settings for fellowship, personal development, and mutual support for chief administrators of Mennonite schools.
- 110.5 MSC shall provide a context for the professional development of chief administrators in their leadership roles as Mennonite educators in school and church. MSC shall also provide professional development for other personnel groups within the schools as determined by the council.
- 110.6 MSC shall enable Mennonite schools to maintain close relationships with other levels of Mennonite education with special emphasis on coordinating educational efforts.

110.7 MSC is an organization of the Mennonite Education Agency and works with the MEA as spelled out in the Statements of Arrangement.

June 28, 2005

February 1997

FOUNDATIONAL DOCUMENTS

Policy Title: STATEMENTS OF ARRANGEMENT BETWEEN MEEC,
MSEC AND MEA Code No. 120

The original MEEC and MSEC Statements of Arrangement (SOAs) are presented here, as new SOAs have not been established. A proposed revision of the MEA and MSC SOAs is included in the Appendix. June 28, 2005

Statement of Arrangements between **Mennonite Elementary Educational Council** and **Mennonite Education Agency**

PREAMBLE

The Mennonite Elementary Education Council (MEEC), begun in 1976, had succeeded the earlier Association of Mennonite Elementary Schools (AMES 1962). Both the Association and the Council were organized under the guidance of the Mennonite Church's Board of Education for the purpose of resourcing the spiritual and academic efforts of Mennonite elementary schools. The Council can best fulfill its intended mission through maintaining a relationship with the broader educational efforts of the Mennonite Church USA as delegated to the Mennonite Education Agency.

ORGANIZATION

The Council consists of member pre-kindergarten -- grade eight Mennonite schools that adhere to the Guidelines for the Council. Member schools are represented by the administrator/principal of each school who elect the officers of Chairperson, Secretary, and Treasurer to direct the activities for the Council. Membership is open to Mennonite elementary schools paying annual dues and approved by Council. Council meets no less than twice annually for fellowship, professional development and conducting business to strengthen Mennonite education.

RELATIONSHIPS

The Mennonite Elementary Education Council agrees to covenant with the Mennonite Education Agency based upon the following functions:

- a. To accept the Confession of Faith in a Mennonite Perspective and other documents as guiding principles in religious orientation
- b. To seek agency counsel in adopting and revising MEEC Guidelines
- c. To provide the agency with minutes of meetings and other documents created in conducting the affairs of the Council
- d. To pay an annual fee to the agency in an amount agreed upon annually to be based both upon a flat rate per school membership/enrollment and a per services rendered to Council
- e. To furnish an annual report of Council's activities

- f. To consult* with the agency in developing strategic goals
- g. To cooperate with the agency in promoting Mennonite education in the church and in beginning new elementary schools
- h. To accept the core services of the agency in providing leadership in vision, resourcing schools for governance, finance, curriculum development, performance assessment, and staff development
- i. To consult with the agency in planning for biennial Administrator/Board Conferences and biennial Teachers Conventions
- j. To accept agency supervision and administration for staff persons to resource Council schools as per cooperation arrangement.
- k. To cooperate in research projects undertaken by the agency
- l. To designate the agency as the recipient of Council or members schools' assets as agreed upon each institution if it so chooses.
- m. To continue arrangements with the Mennonite colleges for a 25% tuition discount for Mennonite colleges for students attending whose parents are employed in a Mennonite elementary school

AMENDING THE STATEMENT OF ARRANGEMENTS

Changes may be made to the statement of arrangements by mutual agreement of MEEC and MEA.

June 2000

Education Integration Committee (for the Mennonite Education Agency)

Chair: _____ Date: _____

Mennonite Elementary Education Council

Chair: _____ Date: _____

* Consultation as used in this document will consist of:

- 1) Council agenda, dockets and minutes will be shared with the MEA on a routine basis.
- 2) written drafts of significant proposals to be considered by the Council will be shared with the MEA,
- 3) for each of these proposals, requests for response (critique, guidance, support, concern) from the Mennonite Education Agency,
- 4) serious, good faith consideration of these responses by the Council prior to formal action, and
- 5) communication to the Mennonite Education Agency regarding final action by the Council.

**Statement of Arrangements
Between the Mennonite Secondary Education Council
and the
Mennonite Education Agency of the Mennonite Church USA**

Values that undergird the statement of arrangements:

The Mennonite Secondary Education Council (MSEC) is a federation of secondary schools in Canada, Puerto Rico and the United States of America. Each school has a significant relationship to the Mennonite Church in Canada, Puerto Rico, or the United States.

MSEC supports the mission, purposes and organization of the Mennonite Education Agency of the Mennonite Church USA.

Respective roles and functions of the MEA and MSEC with respect to specific named functions:

Board Members

MSEC is an organization of schools officially represented in council meetings by the chief administrator of each member school.

Articles and Bylaws

MSEC policies will be determined by MSEC in consultation with the MEA.*

Appointment of Staff

MSEC and the MEA will consult with each other before either appoints staff to work with Mennonite secondary education. The services provided by the MEA will be decided in conversations between the two organizations and will be reviewed on an annual basis. Any desired change in the level of service should be communicated in adequate time to allow processing and planning without a negative impact on either organization.

Strategic Plans

Strategic and long-range plans are made by MSEC in consultation with the MEA.

General Understandings

The MEA and MSEC will partner together to advance Mennonite secondary schools for the church. Together, they will help the church understand the

* Consultation as used in this document will consist of:

- 1) Council agenda, dockets and minutes will be shared with the MEA on a routine basis.
- 2) written drafts of significant proposals to be considered by the Council will be shared with the MEA,
- 3) for each of these proposals, requests for response (critique, guidance, support, concern) from the Mennonite Education Agency,
- 4) serious, good faith consideration of these responses by the Council prior to formal action, and
- 5) communication to the Mennonite Education Agency regarding final action by the Council.

implications of ownership of schools by conferences and other groups related to the denomination.

MSEC representatives will attend meetings of the MEA committee on elementary and secondary education and other meetings related to multiple levels of education in the church.

The MEA will help to build and keep a strong relationship between Mennonite secondary schools and colleges. Goals of this relationship will be reviewed from time to time and will include joint programming, program articulation, and helping colleges to prepare students for and encouraging them to teach in Mennonite secondary schools.

Amending the statement of arrangements

Changes may be made to this statement of arrangements by mutual agreement of MSEC and the MEA.

Education Integration Committee (for the Mennonite Education Agency)

Chair: _____

Date: _____

Mennonite Secondary Education Council

Chair: _____

Date: _____

FOUNDATIONAL DOCUMENTS

Policy Title: AMENDMENTS TO THE POLICY MANUAL

Code No. 130

MSC policies as outlined in this policy manual are adopted, amended, or deleted by MSC at a regular or a special session, provided that notice setting forth the substance of the proposed actions will have been sent to each member at least ten days prior to the time when the vote on their adoption is taken.

June 28, 2005

February 1997

FOUNDATIONAL DOCUMENTS

Policy Title: COOPERATIVE INITIATIVES OF
MENNONITE SCHOOLS COUNCIL AND
MENNONITE EDUCATION AGENCY

Code No. 140

Preamble

Mennonite Education Agency (MEA) promotes a seamless view from pre-school to life-long learning that brings Mennonite education to the center of the mission of the Church. This message is carried to church leadership and membership at denominational meetings, district conference meetings, the Constituency Leadership Council and other settings where MEA has a platform. Mennonite Schools Council (MSC) is an important part of the agenda to strengthen the life, witness and mission of the church through education. Mennonite educational institutions, pre-kindergarten through seminary, are part of the broader church's mission.

Part of God's call is to bring all the wealth of our understanding and our past to the table, so that together we can continue being part of God's history, create new history and new culture and new definitions. We study the scriptures and seek to follow the leading of the Spirit as we plan the future. Our past history and culture should serve as the launching pad to move us to the future and create something new.

We have and will continue to learn from experiences within and outside the Anabaptist churches: we have board members, administrators, and faculty with varied backgrounds. We advocate teaching core values of Christ-centeredness, living lives of peace and service, calling for academic excellence, building of community on these campuses, and challenging our students to serve by providing faith-infused opportunities. MSC institutions articulate clearly the most basic and most important distinctives of Mennonite Education.

MEA carries out its mission to strengthen the life, witness and mission of Mennonite Church USA by providing vision and services that help strengthen the educational institutions of MSC. Within this partnership, the financial support paid to MEA becomes part of the support for the mission of Mennonite Church USA. We partner with MSC as we walk this journey, but sharing common values and common vision that honors and serves Christ through the mission and outreach of Mennonite Church USA.

The following initiatives represent ways MSC and MEA can collaborate over the next several years. Adjustments to this listing will be expected as the program needs grow and change.

Logistical Assistance

Objective: facilitate the work of MSC with support services from MEA staff.

MEA will facilitate the MSC data instrument process, the administrative salary survey process, the monthly prayer items, the accreditation program, and website services. MEA will be an advocate for Mennonite education and MSC as a bridge in conversations, the link to other educational institutions. All of these programs are guided by the MSC Executive Committee or the full Council, as appropriate, and in consultation with the MEA Executive Director.

Teacher Professional Development Training

Objective: implementation of the MSC Anabaptist Learning Institute, developed to train faculty and staff in core principles expected in Anabaptist Christian schools.

MSC will direct the development of this program with assistance from MEA for its implementation, coordination and possible staffing. MSC will address issues of content, access and alignment with school needs for the training of school teachers and administrators, in consultation with the MEA.

MEA will facilitate the program through the procurement of faculty, working with the college/university academic deans on issues of credit and related accreditation issues. MEA will assist MSC in coordinating schedule logistics and the delivery models for the courses.

Accreditation

Objective: promote The Mennonite Edition of Validating the Vision as an accreditation and self-study process for MSC schools.

MEA will facilitate the use of The Mennonite Edition of Validating the Vision as a school growth tool and as a full self-study accreditation protocol that leads toward regional and MEA accreditation for MSC schools. MEA staff will assist school administrators and staff in preparation for an accreditation review process.

Connecting New Schools to MSC

Objective: to invite non-MSC schools to join the Council to broaden the national and global network of Anabaptist schools to strengthen the witness of Christ through education.

MEA staff will contact, visit and facilitate invitations to new schools to join MSC, in consultation with MSC.

MSC-MEA School Visits

Objective: support, resource and service MSC schools through periodic school visits, periodic journals and communication that helps the schools develop a strong network among themselves.

MEA staff will normally visit all MSC school locations during the 2005-07 biennium with the purpose of strengthening the Church through education, and will orient new administrators to the work of the Council.

MSC-MEA Collaboration

Objective: strengthen the schools, and ultimately the church, through cooperative activities, events and programming facilitated by MSC and MEA together.

MEA will, in consultation with MSC, seek to increase the collaboration between educational institutions at all levels. This will be accomplished through the sharing of resources among the schools, the development of the relationships between MSC administrators, faculty and board members. Settings will be created to address important educational issues together. Together we will build a vision and an effective delivery system for Anabaptist Christian education.

MEA may assist with orientation to MSC and MEA for board members and new MSC administrators; the planning and facilitation of administrator, faculty and board member events; assist with administrator searches; provide website space to advertise openings for MSC administrators and faculty members; and other similar activities as agreed.

MEA will seek to establish a vehicle for regular communication between MSC schools, other MEA educational institutions and the church.

New Administrator Orientation

Objective: orient new school administrators to the resources available from MSC, its member schools, MEA and the Mennonite Church early in their administrative tenure.

MEA will initiate orientation visits to new MSC school administrators as early as possible in their administrative tenure. Such orientation visits will include an introduction to MSC and MEA, and the resources available through peer MSC administrators.

Conference Planning Partnership

Objective: plan professional development programs and activities that strengthen the effectiveness of MSC school board members, administrators and teachers in their respective roles.

MEA and MSC will collaborate in the planning of a board and

administrator workshop, a teachers conference, and other such events as deemed appropriate. MEA will oversee the logistical details of the event so MSC planners can focus on the development of the program.

Periodic Review of Cooperative MSC-MEA Initiatives

Objective: maintain current and open communication about shared MSC-MEA initiatives, including a review of recent progress on the initiatives and to project the shared initiatives for the next 2-3 years.

This periodic review will be a time of dreaming and visioning for the future of education and the church. In this environment, MSC can shape its own future and the future of MEA and the church by calling students to faith in Jesus Christ. Our vision as MSC schools is to graduate students that conform to the image of Christ, are committed to evangelism, peace making and social justice ministries to advance the kingdom of God. To God be the glory!

Reviewed June 28, 2005 by the Mennonite Schools Council (MEEC and MSEC)
Joint Executive Committee and MEA Executive Director

FOUNDATIONAL DOCUMENTS

Policy Title: CONFERENCE PLANNING PARTNERSHIP

Code No. 150

Two programs that have contributed significantly to the strength of Mennonite elementary and secondary schools over the past several decades are the teacher's conference and the Board member and administrator workshop. MSC and MEA will partner in developing and providing programs that continue to resource teachers, Board members and administrators on an ongoing basis.

This proposal intends to provide for the planning of Education Leaders Conference scheduled for 2007, and the Mennonite Educators Conference scheduled for 2008.

These events have outgrown the facilities of Laurelville Mennonite Conference Center and the National 4H Center, and moving them to the January or February timeframe allows them to be held in major hotel facilities that are more centrally located for nearly the same cost.

The shape and the content of each event will be given direction by a planning committee appointed jointly by MSC and MEA. The planning committee will be responsible to develop the conference theme, identify key points of emphasis, identify resource presenters, and other programmatic details that shape the program. The planning committee will be expected to contact the resource persons invited to present during the conference.

MEA will provide staff and resources to assist in the planning and implementation of these events. MEA will facilitate the work of the committee by calling the meetings, outlining the agenda, taking minutes and covering other committee details. In addition, MEA will oversee the logistics of the event including the procurement of lodging, meals, local arrangements, and so on. MEA will also be able to offer assistance in budgeting and the financial management of the event, the registration process, lodging assignments, and so on.

MSC will recommend the planning committee members and chair to the MEA Executive Director for approval. The chair for MSC events should be an MSC member, and will be recommended by MSC to the MEA Executive Director for appointment. The chair of MEC and MEA staff involved in the planning will work in conjunction with the committee when assigning tasks to committee members.

In order for these events to be effective, it will be critical that MSC representatives give direction to the development of a program that effectively resources the needs of their constituents. MEA staff and resource persons will assist as appropriate in helping to strengthen the nature and quality of each event through its participation.

MSC and MEA will share equally in the financial outcome of each event.

This proposal for a working partnership between MSC and MEA will need to be reviewed by the MEA Executive Director, the MSC executive committee, and others as deemed appropriate.

Reviewed June 28, 2005 by the Mennonite Schools Council (MEEC and MSEC)
Joint Executive Committee and MEA Executive Director

FOUNDATIONAL DOCUMENTS

Policy Title: MEA STAFF SCHOOL VISITS AND
CONSULTATIONS

Code No. 160

The MEA/MSC partnership will be a key element to strengthening the mission and outreach of MSC schools to their local constituencies. Bringing together the leadership resources of the church with the application skills of the local school, or through the schools council, will create innovative and dynamic new ways of growing the influence of Mennonite education in the church.

MEA staff will plan to visit each school site every two to three years, on average. School administrators or board chairs may request specific types of assistance during these visits. Visits activities may include activities such as coaching Board chairs and administrators, presentations at Board member orientations, attending board meetings, review of communications plans and materials, development program and capital campaign consultation, and so on. MEA may also assist MSC schools by identifying a situation and proposing the next steps for its resolution.

The fee structure will be set up as follows:

- First visit--no charge, staff time, travel, meals and lodging will be covered by MEA
- Second visit--MEA covers staff time; school covers travel, meals and lodging expenses
- Third visit--school covers all costs including, staff time, travel, meals and lodging

When charged, the fee for MEA staff time will be \$600 per day for on-site time plus meals, travel and lodging expenses. The proposed fee is based on face time of a full day on site, all prep time, travel time, and office overhead. Schools should expect to provide lodging in a local motel or hotel.

The value of the MEA/MSC partnership is affirmed. MEA is committed to providing services that strengthen and bolster the effectiveness of our Mennonite schools. MEA staff will consult with the MSC chair and/or executive committee regarding the fees for schools in financial hardship.

Reviewed June 28, 2005 by the Mennonite Schools Council (MEEC and MSEC)
Joint Executive Committee and MEA Executive Director

FISCAL YEAR AND MEETINGS

Policy Title: FISCAL YEAR

Number: 200

The MSC fiscal year shall run from July 1 through June 30.

Date adopted: February 1997

FISCAL YEAR AND MEETINGS

Policy Title: REGULAR MEETINGS

Number: 210

- 210.1 MSC heads of school shall normally meet three times per year – fall, winter, and spring. The Executive Committee shall take leadership in maintaining a calendar of upcoming meetings, planning agendas, and keeping members informed.
- 210.2 The fall meeting, typically held in September, usually focuses on professional development and/or MSC strategic planning. Some time shall also be devoted to regular MSC business. Every other year, as delineated in Policy #1300, MSC-College Consultations, the fall meeting shall be held at the Mennonite college or university hosting the heads of school that year. In the alternate year, the fall meetings shall be held at a convenient location, with preference given to Mennonite-related venues such as MCC and camp settings.
- 210.3 The winter meeting shall be held in conjunction with the MSC-MEA's winter in-service event of the year: Mennonite Educators Conference (MEC) or Education Leaders Gathering (ELG). Typically the time available during these events for heads of school to meet is limited, so the agenda is usually restricted to current MSC business that most needs attention.
- 210.4 In years of a full MSC High School Choral Festival, the spring meeting shall be held in conjunction with the festival. Typically this event includes opportunities for the heads of school to get acquainted with the host school and its community, so that tours of the school and local area are often featured. Heads of school also support the festival by joining their choirs for congregational visits and attending the festival concert. Time is also available for regular business of the Council.

In the years of regional MSC High School Choral Festivals, the heads of school shall attend a national education convention – such as ASCD and NCEA (National Catholic Educational Association conference). Typically the primary focus for this event is professional development for administrators, with both informal and formal time to process learnings. In addition, group-building activities and at least one business meeting are planned.

Date adopted: September 15, 2014

Previous policy: June 28, 2005

FISCAL YEAR AND MEETINGS

Policy Title: OTHER MEETINGS

Number: 220

MSC heads of school may meet at other times and places as deemed appropriate. The chair, in consultation with the Executive Committee, shall convene such meetings.

Date adopted: September 15, 2014

Previous policy: February 1997

MEMBERSHIP

Policy Title: EXPECTATIONS/BENEFITS

Code No. 300

- 300.1 Members are expected to attend the MSC business sessions and participate in conferences/conventions sponsored by the Council.
- 300.2 Member schools shall make available personnel to serve on council committees as necessary.
- 300.3 Member schools are entitled to participate in all MSC sponsored events, receive minutes of meetings and surveys or research data.
- 300.4 Children of employees of member schools are entitled to receive tuition discounts at participating Mennonite colleges.
- 300.5 Member schools will share in many of the following MSC events and programs:

Professional Development Activities and Meetings

- College Consultations – meetings of teachers, administrators and guidance counselors on college campuses to exchange ideas that strengthen every level of Mennonite education.
- Mennonite Educators Conference (MEC) – an event planned for faculty with meetings and staff development also planned for high school principals, middle school principals, elementary school principals and recruitment staff.
- Education Leaders Gathering (ELG) – This event is for board members and chief administrators with meetings and staff development also planned for advancement staff, business officers, recruitment staff and public relations staff.
- Administrators Leadership Development Conference – This event will be planned in alternate years from the MEC. The focus will rotate between student life and curriculum and program. Each school may send one person to this conference and at times the conference will be a college consultation. Schools will decide which administrator to send based on the agenda and program of the particular conference.

Student Programs and Activities

- High School Choral Festival and Regional Festivals
- Middle School Choral Festival
- Middle School Regional Arts Festivals
- MSC Orchestra/Band Regional Festivals
- Y-LEAD - A leadership development program for high school students planned by MSC in conjunction with a Mennonite College.

Collaborative MSC Programs

- Accreditation through Mennonite Education Agency
- Anabaptist Learning Institute
- Associated Mennonite Schools and Camps Benefit Program
- Connection to Mennonite Church USA and its agencies
- Counsel and receive counsel from MEA and Mennonite Church USA
- Directory of MSC schools
- Directory of MSC faculty, staff and administrators
- MEA Peoplehood Education Grant application access
- MEA staff school visits
- MEA staff consultation services
- MEA website resources, including:
 - Advertising staff positions
 - MEA calendar
 - Presentation materials from MEA events
- MSC Administrative Salary Survey
- MSC Data Instrument
- MSC K-12 Bible Curriculum and materials
- MSC website serves as a collective internet access to Mennonite schools at mennoniteschools.org
- Scholarship organization for Pennsylvania Schools, (Pennsylvania Mennonite Scholarship Organization, commonly known as PAMSO)
- Teacher Certification program, in cooperation with Mennonite Education Agency

MEMBERSHIP

Policy Title: CONTINUING MEMBERSHIP

Code No. 310

A school shall retain continuing membership from year to year.

June 28, 2005
February, 1997

MEMBERSHIP

Policy Title: POTENTIAL MEMBERS

Code No. 320

- 320.1 A Mennonite school offering any grades, PreK-12, is eligible to apply for membership.
- 320.2 A "Mennonite" school is one affiliated in a significant way with Mennonite Church USA or a related Anabaptist group. MSC, in consultation with the MEA Executive Director, shall decide in each case whether the school applying for membership meets these criteria.

June 28, 2005

February 1997

MEMBERSHIP

Policy Title: APPLICATION PROCEDURES

Code No. 330

- 330.1 Any school desiring membership in MSC shall present its request in writing to the chairperson of the Council, with a copy to the MEA Executive Director, at least one month before consideration by MSC.
- 330.2 The chairperson shall send information concerning the request to MSC members at least two weeks before the meeting where it will be considered.
- 330.3 Action on the application shall be determined by consensus of MSC members present.
- 330.4 The chairperson shall inform the chief administrator of the applicant school regarding the Council's decision on the application.

June 28, 2005
February 1997

MEMBERSHIP

Policy Title: NEW ADMINISTRATOR ORIENTATION

Code No. 340

- 340.1 MSC will provide for the orientation of new school administrators to the operations and program of the Council prior to the first MSC meeting of the school year.
- 340.2 When a member of MSC learns a new administrator has been appointed for a MSC school, he or she will notify the council chair who will call to extend a word of welcome to the Mennonite Schools Council.
- 340.3 At its summer meeting, the MSC Executive Committee will appoint a mentor for each new MSC school administrator. The chair or designee will notify the new administrator and the mentor of the appointment. When new administrators are identified by schools after the meeting of the Executive Committee, the MSC chair shall make the mentor appointment.
- 340.4 The mentor shall:
- a. Welcome the new administrator to MSC and to Mennonite Education
 - b. Exchange contact information to facilitate future conversations or written communication
 - c. Befriend the new administrator at MSC events, available to answer questions and assist as appropriate
- 340.5 In September, prior to the first MSC event, MEA staff shall visit the new administrator at his or her school site to explain in detail the programs and services available from MSC and MEA

July 7, 2005

MEMBERSHIP

Policy Title: ADMINISTRATORS OF NONMEMBER SCHOOLS Code No. 350

- 350.1 Chief administrators of nonmembers schools may, upon invitation by MSC, attend business meetings and other MSC-sponsored activities. These administrators shall normally pay all expenses related to their participation.

- 350.2 Chief administrators of nonmembers schools may request to be kept informed of all MSC activities. Costs for such mailings may be passed on to the schools involved at the discretion of MSC.

June 28, 2005

February 1997

MEMBERSHIP

Policy Title: WITHDRAWAL

Code No. 360

- 360.1 If a member school decides to withdraw its membership, the chief administrator and board chair shall normally inform MSC by letter to the MSC chairperson, with a copy to the MBE Executive Director, setting forth the reasons for their desire to withdraw.
- 360.2 The MEA Executive Director shall forward the request for withdrawal to the members of MSC at least two weeks before the meeting where the request is to be processed.
- 360.3 The MEA Executive Director shall discuss the request with the administrator and report on the conversation to the chairperson of MSC before the meeting where the request is to be processed.
- 360.4 A proposal to withdraw membership from the Council shall be acted upon by MSC members.
- 360.5 The chairperson of MSC shall be responsible to inform the administrator and board chair of the withdrawing school of MSC's response within one week after the meeting.
- 360.6 If MSC becomes aware that a given school is not meeting the membership criteria, MSC may take action to change the membership status of the school. Before taking action the MSC chair shall consult with the other executive officers of MSC, the administrator of the school, and the MEA Executive Director regarding a proposal for changing the membership status of the school. This proposal shall be sent to member schools before the meeting where the proposal will be processed.
- 360.7 In the event that the administrator or board chair should at any point require additional time for processing a possible change in membership status, such additional time up to one year should be made available.

June 28, 2005
February 1997

OFFICERS

Policy Title: ELECTION

Code No. 400

- 400.1 The executive officers of MSC shall consist of the following: chair, vice chair, secretary, treasurer and fifth member.
- 400.2 Executive Committee members shall be chosen based on the skills they bring to the position and with a desire that the membership of the Executive Council reflect the make-up of the schools in the MSC.
- 400.3 The terms of the executive officers shall be staggered.
- 400.4 All officers shall assume their responsibilities the beginning of the fiscal year (July 1).
- 400.5 The MSC Executive Committee shall:
- a. Work in cooperation with Mennonite Education Agency
 - b. Give counsel to MEA staff
 - c. Appoint MSC representatives to attend related meetings – i.e.: youth ministry council
 - d. Monitor MSC programs
 - e. Study questions and bring recommendations to the council
 - f. Appoint MSC members to planning committees and assignments such as liaison to plan Mennonite College Consultations
 - g. Recommend a budget to the MSC for approval
 - h. Make necessary decisions between meetings of the MSC
 - i. Prepare agendas for MSC meetings

June 28, 2005
February 1997

OFFICERS

Policy Title: ROLE OF EXECUTIVE COMMITTEE

Code No. 410

- 410.1 The executive committee shall normally convene two times each year: once between the spring and fall MSC meetings and once between the fall and winter meetings. In addition, the executive committee shall meet at other times as requested by the chair. The committee shall be accountable to MSC in its work.
- 410.2 The executive committee shall give direction to facilitating the work of MSC. Areas of work include:
- a. Maintain a close and functional relationship with MEA
 - b. School consulting and visits as assigned.
 - c. Special assignments.
 - d. MSC school advocacy.
 - e. Facilitate gathering, compiling, and distributing data instrument information
- 410.3 The executive committee shall make decisions requiring attention between MSC meetings.
- 410.4 The executive committee shall appoint MSC representatives to attend meetings (such as the annual meeting of the Committee on Personnel Services) as deemed appropriate.
- 410.5 The executive committee shall expedite the work of MSC by monitoring programs, studying questions, and developing recommendations for the Council's consideration.

June 28, 2005
February 1997

OFFICERS

Policy Title: ROLE OF THE CHAIR

Code No. 420

- 420.1 The chair shall be responsible to convene and moderate MSC meetings and direct the work of the council.
- 420.2 The chair shall be responsible to convene meetings of the executive committee.
- 420.3 The chair shall maintain regular communication with the MEA staff.
- 420.4 The chair shall be responsible to maintain thorough familiarity with the MSC policy and procedures manual, and to orient new principals to the work of MSC.
- 420.5 The chair shall be responsible to arrange for another person to record the minutes of MSC meetings when the secretary is absent.
- 420.6 The chair shall serve as the official MSC representative to the MEA annual meetings. He/she shall prepare an annual report from MSC to MEA. He/she shall be prepared to respond to questions on issues or concerns that may need clarification. In the event that he/she cannot attend the annual meeting, he/she shall appoint another MSC member to serve as his/her proxy.
- 420.7 The chair shall normally send a copy of all MSC correspondence to the MEA staff associate for secondary education.

June 28, 2005
February 1997

OFFICERS

Policy Title: ROLE OF THE VICE CHAIR

Code No. 430

- 430.1 The vice chair shall perform the duties of the chair in the absence or inability of the chair or at the request of the chair.
- 430.2 The vice chair shall attend all executive committee meetings and shall be prepared to serve as requested.

June 28, 2005

OFFICERS

Policy Title: ROLE OF THE SECRETARY

Code No. 440

- 440.1 The secretary shall be responsible to record the minutes of the MSC business meetings.
- 440.2 The secretary shall keep a complete file of all MSC minutes, attachments, and correspondence for five years after their dates of authorship.
- 440.3 The secretary shall send a draft of the minutes to the chairperson for review within two weeks after the meeting. The minutes will be distributed by the secretary or chair of MSC.
- 440.4 The secretary shall submit a copy of each set of minutes to Mennonite Education Agency for archival purposes.

June 28, 2004
February 1997

OFFICERS

Policy Title: ROLE OF THE TREASURER

Code No. 450

- 450.1 The treasurer shall issue statements for dues and assessments.
- 450.2 The treasurer shall ensure that an accurate record of income and expenses are maintained.
- 450.3 The treasurer shall authorize payment of invoices and expenses authorized by MSC.
- 450.4 The treasurer shall have financial vouchers available for distribution to MSC member and other persons incurring expenses chargeable to MSC.
- 450.5 The treasurer shall give counsel to persons developing financial budgets for program services.
- 450.6 The treasurer shall maintain cash reserves equal to 25 percent of the total Council and services budget.
- 450.7 The treasurer shall bring a tentative budget for the coming fiscal year to the MSC executive committee between the fall and winter MSC meetings and the proposed budget to the winter MSC meeting for approval by the Council.
- 450.8 The treasurer shall at each fall meeting provide a year-end report of MSC Financial activity for the past fiscal year detailing both receipts and disbursements.

June 28, 2005

February 1997

FINANCES

Policy Title: MEMBER DUES

Number: 500

- 500.1 The work of MSC shall be supported by annual dues from member schools.
- 500.2 Annual dues shall be based on enrollments as of October 1 and shall be remitted to the MSC treasurer by November 1.
- 500.3 Member dues shall be based on a per-student assessment. Since most MSC services are provided equally to all member schools, a funding floor shall be set for smaller schools and a funding ceiling for larger schools.
- 500.4 Dues shall be paid on a floor of 80 students and a ceiling of 800 students.
- 500.5 MSC activities such as the Mennonite Educators Conference, music festivals, and the Education Leaders Gathering shall be self-supporting. Planners for these events shall budget for a small surplus of 5-10%, to ensure that MSC's operating budget is not jeopardized by shortfalls in event income.

Date adopted: September 15, 2014

Previous policy: June 28, 2005

FINANCES

Policy Title: RESEARCH PROJECTS

Number: 510

MSC may appropriate money for research projects germane to Mennonite education and the work of the Council – for instance, revision of MSC’s Bible curriculum and commissioning of books such as *Through Fire and Water* and *Teaching That Transforms*.

Date adopted: September 15, 2014

Previous policy: June 28, 2005

FINANCES

Policy Title: MEA FEES

Number: 520

- 520.1 In view of the partnership between Mennonite Schools Council and Mennonite Education Agency, MSC shall contribute an agreed-upon amount to MEA each year. Through its annual contribution, MSC supports the life and witness of Mennonite Church USA and helps to fund specific staffing and services MEA provides – notably the staff person who serves as MEA’s liaison for PreK-12 Mennonite education and other MEA staff members who help to deliver MSC programs and activities.
- 520.2 In years when MEA sees a need to increase financial support, typically by the end of March, MEA shall inform MSC of the expected contribution for the following fiscal year.
- 520.3 Changes in the amount of support shall be mutually agreed upon. When MEA deems that an increase in support is appropriate, MEA’s executive director shall meet with MSC’s chair to propose the increase and provide a rationale for it. The MSC chair shall then consult with the Executive Committee to determine a response. In turn, the MSC chair shall meet with MEA’s executive director to finalize the agreement regarding MEA fees and services for the coming fiscal year. A change in the level of support shall be ratified by a vote of MSC administrators during the spring meeting.
- 520.4 The fees for the following fiscal year shall be finalized by the end of May to allow for orderly financial planning by both organizations.
- 520.5 MEA shall divide the agreed-upon annual fee into four equal payments and invoice MSC for these on a quarterly basis.

Date adopted: September 15, 2014

Previous policy: February 1997

FINANCES

Policy Title: REIMBURSEMENT REQUESTS

Number: 530

- 530.1 To obtain reimbursement for allowable expenses, heads of school shall complete reimbursement forms available on the MEA website and submit them, along with receipts for auditing purposes, to the MSC treasurer.
- 530.2 Heads of school are responsible to remit reimbursement requests on a timely basis – typically within two weeks after a given event or expenditure. If this is not possible, he or she shall contact the treasurer to agree on an alternative time frame.
- 530.3 The treasurer shall send reimbursement payments on a timely basis – again, within two weeks of receiving full documentation of the expense.

Date adopted: September 15, 2014

Previous policy: June 28, 2005

FINANCES

Policy Title: TRANSPORTATION EXPENSES

Number: 540

Given the geographical spread among MSC member schools and the importance of bringing people together for consultation and work, transportation expenses are a necessary and important for maintaining the strength of the Council. That said, transportation costs can easily get out of hand. Therefore, MSC urges all members to plan transportation judiciously in order to keep such expenses manageable and ensure sufficient funds remain available for other activities.

To that end, MSC lays out the following guidelines for transportation expenses.

- 540.1 As a general principle, heads of school shall choose the most economical mode of transportation, checking out multiple alternatives to ensure careful pricing.
- 540.2 The Executive Committee will set mileage rates on an annual basis, using the IRS standards as a guideline, and announce them by September 1 each year. Rates for large vans will be 50% higher than the rates for cars.
- 540.3 When driving to an event, heads of school shall carpool with other administrators when possible. They shall compare the cost of renting a car to driving their own car at the MSC mileage rate. A head of school is welcome to drive a personal vehicle rather than a rental vehicle even though rental is less expensive *on condition that* MSC will provide reimbursement at the car rental rate.
- 540.4 Each head of school shall plan common transportation for his or her school group for major events such as MEC, ELG, or the High School Choral Festival. The most economical means of travel, as the situation may indicate, shall be arranged. For events within three hours drive, schools are expected to use school buses or vans. For events farther away that call for highway tour buses, they shall obtain bids from at least two companies whenever possible and select the lowest bidder.
- 540.5 In booking air travel, heads of school are expected to book flights early and make a real effort to locate the best fares. In the event that they do not have the time or patience to do that, heads of school are expected to utilize the services of MSC's designated travel agent. Within reason, they are expected to sacrifice some personal comfort – for instance, by driving an extra 50 miles to an airport with better fares or leaving at a less convenient time – to help MSC control travel expenses. A head of school is welcome to book a flight at a higher cost for personal comfort on the understanding that he, she, or the school pays for the additional cost incurred.

540.6 When transportation reimbursement requests exceed the amount allowed according to MSC policy, the reimbursement rate will be negotiated by the head of school and the MSC treasurer.

Date adopted: September 15, 2014

Previous policy: February 1997

FINANCES

Policy Title: CANADIAN AND U.S. CURRENCY EXCHANGE Number: 550

In all financial transactions, MSC shall use the mid-point between the Canadian and U.S. dollar values when setting fees for Canadian participants in MSC activities in the U.S.

Date adopted: June 28, 2005

COMMUNICATION/PROMOTION

Policy Title: NEWS RELEASES ON MSC ACTIVITIES

Code No. 600

MSC shall capitalize upon opportunities for publicity such as preparing news releases on teachers' conventions, school board workshops, music festivals and other activities/programs.

June 28, 2005

October 1996

MENNONITE EDUCATORS CONFERENCE

Policy Title: PURPOSE

Number: 1000

MSC and MEA jointly sponsor the Mennonite Educators Conference (MEC) on a biannual basis. Primary purposes of the conference are:

- 1000.1 To advance the shared mission of Mennonite schools from PreK-12 through seminary.
- 1000.2 To build ownership in our unique identity as schools serving Christ and the church.
- 1000.3 To cultivate understanding of an Anabaptist-Mennonite vision and pedagogy for PreK-12 education.
- 1000.4 To empower teachers to learn from each other and build working networks to keep connected between conferences.
- 1000.5 To provide professional development from an Anabaptist-Mennonite perspective.
- 1000.6 To build community among Mennonite PreK-12 schools and an understanding that each school is part of something larger than itself.
- 1000.7 To enable MSC teachers to connect with the colleges and universities of Mennonite Church USA and the wider church.
- 1000.8 To help education students in Mennonite colleges and universities catch a wider vision of Anabaptist-Mennonite education as a mission of the church and consider the call to teach at a Mennonite PreK-12 school.

MENNONITE EDUCATORS CONFERENCE

Policy Title: THE PLANNING PROCESS

Number: 1010

- 1010.1 MSC and MEA shall appoint the MEC Planning Committee to plan a biennial educators' conference to address the purposes identified in policy #1000. The MSC Executive Committee shall recommend three or four administrators of MSC schools, one of whom is a member of the Executive Committee or designee. In turn the MEA Executive Director shall appoint these persons to serve as the MEC Planning Committee. MEA's liaison for MSC schools and MEA's event coordinator, or other appointee, shall also serve on the committee. Membership of the new committee shall be finalized prior to MSC's spring meeting immediately following each conference.
- 1010.2 At the spring meeting following each conference, MSC shall review the participants' evaluation of the recent MEC.
- 1010.3 At the spring meeting following each conference, MSC shall brainstorm possible themes for the next MEC. The Executive Committee shall recommend one or several themes for the MEC Planning Committee to develop. The Executive Committee may provide input and counsel regarding conference objectives, keynote speakers and worship leaders, site selection, and event date. Payment of the registration deposit for the next conference shall be authorized by the Executive Committee.
- 1010.4 Before extending invitations to keynote speakers and worship leaders for the conference, the MEC Planning Committee shall recommend these individuals to the Executive Committee for approval.
- 1010.5 The Planning Committee shall invite administrators and faculty members as well as several education students from each Mennonite Church USA college and university to participate in MEC. These individuals shall be granted reduced fees. Normally, registration fees shall be waived for the college and university presidents, academic deans, and directors of teacher education while costs for transportation, lodging and meals shall be paid by their own institutions. Education students shall be offered reduced fees. Costs for such reduced or waived fees shall be offset by conference income.
- 1010.6 The Planning Committee shall also invite faculty members and administrators of the Canadian Association of Mennonite Schools to participate in MEC. With the approval of the MSC Executive Committee, the Planning Committee may invite additional groups.

MENNONITE EDUCATORS CONFERENCE

Policy Title: PLANNING RESPONSIBILITIES

Number: 1020

- 1020.1 The Planning Committee shall plan all aspects of the conference, consulting with MSC administrators as needed and obtaining input and approvals from the Executive Committee as called for in these policies.
- 1020.2 Specific responsibilities for planning include the following:
- a. Select a fitting theme for the conference, in light of MSC and Executive Committee input, and recruit a keynote speaker.
 - b. Develop a budget with a small surplus as stipulated in policy #500.5 and set registration fees and policies in consultation with the MSC treasurer.
 - c. Plan times of worship, including music, to support the conference theme and draw participants together around our shared faith.
 - d. Plan workshops, networking sessions, and other activities to enhance participants' understanding of best practices in Christian education and build their skills as educators.
 - e. Plan online registration procedures, with MEA staff administering the process.
 - f. Prepare and distribute publicity materials such as brochures and conference programs.
- 1020.3 The Planning Committee shall keep MSC administrators informed of planning as it progresses, and invite input and feedback as needed. Primary avenues for communication are MSC meetings and electronic communications.
- 1020.4 Prior to the conference, the Planning Committee shall identify a member of the committee, or designee, as conference moderator(s).
- 1020.5 The Planning Committee shall provide orientation for conference resource persons.
- 1020.6 Just before the end of the conference, the Planning Committee shall administer a questionnaire for participants to evaluate the event. Following the conference, they shall summarize and tabulate the data for MSC use in planning the next conference.

MENNONITE EDUCATORS CONFERENCE

Policy Title: FINANCIAL RESPONSIBILITIES

Number: 1030

- 1030.1 MEA's Executive Director shall negotiate with conference site personnel to determine rates for food, lodging, and other services.
- 1030.2 In line with MSC policy #500.5, the MEC Planning Committee shall develop a budget to yield a modest surplus of 5-10% for the event. The committee shall include program-planning costs, honoraria, subsidies for special guests and program participants, the travel pool, lodging and meals, publicity costs, and equipment rental.
- 1030.4 Financial arrangements for keynote speakers, worship leaders, and workshop presenters vary. General guidelines follow:
- a. Keynote speakers and worship leaders from outside MSC typically receive an honorarium along with full payment of registration fees, lodging, and travel expenses.
 - b. Workshop presenters and worship leaders from MSC schools receive an honorarium while their registration and expenses are paid by their own school.
 - c. Workshop presenters from outside MSC schools are responsible for their own transportation but MEC pays for registration and lodging and provides an honorarium.
- 1030.5 Registration fees typically vary as well. Here are general practices:
- a. Participants from MSC schools and Mennonite Church USA colleges and universities pay a lower rate while participants from other organizations pay a higher rate.
 - b. Participants who register early receive a discount.
 - c. A cancellation policy outlines due dates to be eligible for a refund.
- 1030.6 Since the Mennonite Educators Conference is a major MSC program, all member schools are expected to participate. Therefore, a specified portion of a school's full-time equivalent (FTE) teaching staff, for recent conferences two-thirds, is expected to register for each conference. A school that registers fewer than this portion of their teaching faculty is responsible for additional conference support of a specified dollar amount, most recently \$4, per full-time student equivalent enrolled during the current school year.
- 1030.7 Expenses for transportation from the schools to Mennonite Educators Conference shall be reimbursed through a travel pool. The Planning Committee shall gather projected transportation costs per person from each member school and, based on the projections, establish the average cost of travel for all participants except the head of school, whose costs will be paid by MSC. The travel pool amount shall be included in the event budget to arrive at the cost per MSC participant.
- a. The travel pool budget shall include a designated maximum allocation for the Puerto Rico schools, Freeman Academy, Sarasota Christian, and Western Mennonite to cover the cost of air fares for two-thirds of the full-time equivalent professional staff at each school. In addition to teachers, the *professional staff* includes administrators, guidance counselors, librarians, advancement directors, admissions directors, business managers,

and residence directors.

- (1) Air travel arrangements shall be made by each designated school to utilize the most economical fares, even if this requires a stay over Saturday night. In cases where choosing more economical air fares incurs extra lodging and meal costs, these costs shall be included in the conference budget for the travel pool. Basic guidance for booking air travel is provided in policy #540.5.
 - (2) The costs of ground transportation from the school to the airport shall be covered by the school.
 - (3) The costs of ground transportation from the airport to the conference site shall be included in the travel pool budget.
- b. As specified in policy #500.4, for schools within a radius of three (3) hours' or less travel time, reimbursement will be based on school-bus rates. Schools in this situation are free to use a highway coach or charter service on condition that they pay for additional cost.
 - c. The remaining schools shall be reimbursed for their total ground transportation costs, which may include meals beyond the first one each way.
 - d. Schools shall be reimbursed on the basis of actual costs incurred up to the amount allocated in the travel pool budget.

1030.8 The Planning Committee shall present a proposed budget to the MSC treasurer at least four weeks before MSC's fall meeting about six months before the convention. Before adoption, the budget must be reviewed and approved by the MSC treasurer.

1030.9 MEA shall be responsible for final arrangements in the registration process such as providing registration materials (including folders or envelopes), collecting fees, verifying actual charges, and making final settlement with the conference site personnel.

1030.10 MSC shall not organize transportation nor reimburse travel costs for registrants who arrive late or leave before the conference has concluded except in extenuating circumstances on the basis of which the head of school requests and the MSC Executive Committee authorizes an exception.

MENNONITE EDUCATORS CONFERENCE

Policy Title: ON-SITE RESPONSIBILITIES

Number: 1040

- 1040.1 MEA shall be responsible for the event registration and will make lists of participants available to the Planning Committee to facilitate planning.
- 1040.2 Registration online is available alike to participants from MSC schools or other schools.
- 1040.3 MEA shall consult with staff at the conference site to arrange for necessary equipment and materials.
- 1040.4 MSC schools, MEA, and accrediting organizations supported by MSC shall be invited to bring displays and similar materials as desired. Display space is also available for Mennonite Church USA agencies whose work is relevant to educators – for instance, Menno Media, MCC, Mennonite World Conference, Mennonite Church USA colleges and universities, and Everence. Except where noted elsewhere in this policy, participants from these agencies are responsible for the full cost of registration, lodging, and meals.
- Display space is not available for other outside vendors.
- 1040.5 The list of event participants will be forwarded to the conference site staff as specified in the contract.
- 1040.6 MEA and the Planning Committee shall arrange for physical accommodations, registration, display set-up, lodging assignments, and recording of sessions as necessary.
- 1040.7 In consultation with conference-site staff, MEA and the Planning Committee shall assign meeting places for all activities, including departmental meetings and workshops.
- 1040.8 The Planning Committee shall keep the main meeting area orderly, the music materials adequately distributed, and the public address system functioning properly.

MUSIC FESTIVALS

Policy Title: GOALS FOR THE MUSIC FESTIVALS

Number: 1100

Mennonite Schools Council shall annually sponsor choral and instrumental music festivals for the following purposes:

- 1100.1 To promote excellence in the performance of sacred music.
- 1100.2 To provide music students and directors the opportunity to share with each other musically as well as socially.
- 1100.3 To provide a setting in which students can grow spiritually and artistically.
- 1100.4 To provide opportunity for students and directors to share worship experiences with people in different MSC communities.
- 1100.5 To build connections among students from MSC schools and introduce students to Anabaptist-Mennonite faith communities in other settings.
- 1100.6 To equip students, through music, for participation and leadership in congregational life.

Date adopted: September 17, 2013

Previous policy: June 28, 2005

MUSIC FESTIVALS

Policy Title: MIDDLE SCHOOL REGIONAL CHORAL
FESTIVALS

Number: 1110

1110.1 Middle School Regional Choral Festivals shall be sponsored by the Mennonite Schools Council. The MSC Executive Committee shall appoint an administrative liaison for these regional festivals. The administrative liaison shall facilitate communication among middle schools involved in regional festivals.

1110.2 Purpose

Middle School Regional Choral Festivals are intended to

- a. Bring students together in musical celebration to praise and honor God.
- b. Provide an opportunity for social interaction and relationship building among students from different schools.
- c. Promote the unique musical opportunities MSC schools offer.

1110.3 Regional Groups and Hosting Sequence

Middle School Regional Choral Festivals are held annually in four regions of the United States. Schools host festivals in the order listed, on a rotating basis, as indicated below.

Region 1	Bethany Christian Schools	2014
	Lake Center Christian School	2015
Region 2	Hinkletown Mennonite School	2014
	Ephrata Mennonite School	2015
	Lancaster MS/Lancaster campus	2016
	Lititz Area Mennonite School	2017
Region 3	Quakertown Christian School	2014
	West Fallowfield Christian School	2015
	Penn View Christian School	2016
	Lancaster MS/Locust Grove	2017
Region 4	Shalom Christian Academy	2014
	Belleville Mennonite School	2015
	Juniata Mennonite School	2016
	Manheim Christian Day School	2017
	Lancaster MS/Kraybill campus	2018

1110.4 Understandings

The general understandings that follow are not intended to address all the issues involved in staging regional festivals. Rather, the understandings are to serve as a framework for regional groups to plan. Based on local circumstances, regional Festival Steering Committees may modify understandings – particularly related to such matters as the selection of repertoire and venue.

- a. Participants –
 - (1) The maximum size of participating choirs is 40 students per school.
 - (2) A non-MSA school that is seriously considering becoming a member of Mennonite Schools Council may be invited to participate in a festival.
- b. Organization and planning –

The music directors of each regional group shall constitute the Festival Steering Committee, which plans and stages the festival.

The committee shall:

- (1) Set the festival dates, generally in April or May, and inform MSA's administrative liaison for these festivals.
- (2) Choose the festival's "guest conductor" – a music director from one of the participating schools (middle school or high school) or another conductor with whom the host school has a relationship.
- (3) The guest conductor, in consultation with the Festival Steering Committee, will select the repertoire.

The host school shall select a suitable venue, such as a school or church sanctuary, for the festival concert. A venue available at no cost is preferred.

- c. Funding arrangements –
 - (1) The stipend for the guest conductor is \$500 and for the accompanist, \$300.
 - (2) Proceeds from the festival concert offering will be used to pay stipends for the guest conductor and accompanist.
 - (3) Host schools in Region 1 will make overnight hosting arrangements for visiting choristers and pay for meals. In the event that meal costs are significantly higher than travel costs, Region 1 can assess modest dues to help pay for meals. Visiting choirs will pay their own travel costs.
 - (4) Host schools in Regions 2-4 will set a modest festival fee to cover meal costs. Travelling schools will cover their own travel costs.
 - (5) If funds remain after all expenses have been paid, the surplus will be forwarded to Mennonite Schools Council for the general fund.

MUSIC FESTIVALS

Policy Title: ADMINISTRATION OF THE HIGH SCHOOL Number: 1120
CHORAL FESTIVALS

1120.1 MSC's Executive Committee shall take responsibility for the High School Choral Festival by exercising leadership in matters of purpose, program, and finances.

1120.2 Festival Date
The High School Choral Festival shall be held on the second Sunday in April unless Easter falls on that day, in which case MSC shall choose an alternate date.

1120.3 Festival Location

- a. All schools that participate in the choral festival shall typically host a full or regional festival in their turn.
- b. High school choral festivals shall be scheduled on a rotating basis, on the schedule adopted by MSC administrators.
- c. The schedule of high school choral festivals shall be reviewed periodically as deemed necessary by MSC administrators.

1120.4 Administrative Liaison
MSC administrators shall appoint an administrator as the administrative liaison for high school choral festivals. This individual shall coach member schools during the hosting cycle to ensure their awareness of responsibilities, budgeting procedures, and timeline as well as facilitate flow of information between MSC administrators and host school planning groups.

1120.5 Guest Conductor and Accompanist

- a. MSC or the Executive Committee shall approve the director recommended by the music teachers.
- b. The host administrator or designee shall make the initial contact with the guest conductor and accompanist.

1120.6 Financial Responsibility

- a. Festivals shall be planned with the goal of generating a modest surplus. Host schools and MSC shall share responsibility for achieving this goal. Host schools are encouraged to carefully consider all costs, including costs for the venue, to ensure that the festival does not face a loss. Schools are welcome to include fundraising income and sponsorships to help finance festivals. When losses are incurred despite every effort to avoid them, MSC will foot them. Festival surpluses will go to MSC.

- b. All festival-related income will be directed to the MSC treasurer. Large bills such as transportation shall be submitted to and paid by the MSC treasurer. Local festival expenses may be paid by the host school. After the festival, a spreadsheet of expenses and supporting receipts is to be submitted to the MSC treasurer for reimbursement. As soon as possible, but not later than 60 days after the festival, MSC's treasurer shall present a complete financial report to the Executive Committee. Details shall be included in the treasurer's subsequent financial report to MSC.

1120.7 Selection of Music

- a. Before the end of the school year prior to the choral festival, the host music director and guest conductor shall select the music for the next year's festival.
- b. The music shall be acceptable to the host community.
- c. MSC administrators shall be ultimately responsible for the choice of mass choir music.

1120.8 Maximum Choir Size

The total number of singers at a festival impacts the need to find host families and to secure a venue that can accommodate the mass choir. In view of these demands on the host school, the maximum number of singers in each choir shall be 44. Since the number of singers participating also impacts festival revenue, host schools are permitted to make exceptions in light of their local circumstances.

1120.9 Sponsorships and advertisements from Mennonite Church USA organizations, such as colleges and universities, shall be permitted at choral festivals. Additionally, host schools are permitted to accept sponsorships and ads from local businesses. All such sponsorships and ads shall adhere to good taste in relation to MSC and host school standards.

With the exceptions already noted, displays and sponsorships from organizations not affiliated with MC USA shall not be permitted.

1120.10 A Mennonite high school that is not a member of the Mennonite Schools Council but is exploring membership may be invited to participate in the High School Choral Festival.

1120.11 Music directors in MSC schools who are not directing a choir participating in the High School Music Festival are neither required to attend nor prohibited from attending, providing there be no additional transportation expense to MSC.

1120.12 In the event that MSC spring meetings are scheduled in conjunction with a full festival, administrators from schools without a choir in the festival will be invited to attend. The host school shall provide accommodations and MSC shall pay travel costs.

Date adopted: September 17, 2013

MUSIC FESTIVALS

Policy Title: HIGH SCHOOL CHORAL FESTIVAL SCHEDULE Number: 1130

Based on interest in and capacity for hosting full or regional choral music festivals, MSC follows a three-year cycle that features two full festivals followed by one set of two regional festivals. For regional festivals, MSC schools are grouped as follows:

Region I

Belleville Mennonite School
 Central Christian School
 Iowa Mennonite School
 Lancaster Mennonite School
 Philadelphia Mennonite High School
 Rockway Mennonite Collegiate
 Sarasota Christian School
 Western Mennonite School

Region II

Academia Menonita
 Bethany Christian Schools
 Christopher Dock Mennonite High School
 Eastern Mennonite School
 Freeman Academy
 Lake Center Christian School
 Shalom Christian Academy
 United Mennonite Educational Institute

Year	Dates	Host School(s)	Full/Regional
2014	April 11-13	Sarasota/Freeman	Regional
2015	April 10-12	Bethany	Full
2016	April 8-10	Iowa	Full
2017	April 7-9	Belleville/UMEI	Regional
2018	April 6-8	Eastern	Full
2019	April 12-14	Lancaster	Full
2020	April 3-5*	Philadelphia/Shalom	Regional
2021	April 9-11	Lake Center	Full
2022	April 8-10	Rockway	Full
2023	April 14-16*	Western/Academia	Regional
2024	April 12-14	Central	Full
2025	April 11-13	Christopher Dock	Full
2026	April 10-12	Sarasota/Freeman	Regional

Date adopted: September 17, 2013

Previous policy: February 3, 2012

MUSIC FESTIVALS

Policy Title: HIGH SCHOOL CHORAL FESTIVAL STUDENTS Number: 1140

1140.1 Student Dress

- a. The host school shall determine guidelines for dress and personal grooming at the High School Choral Festival.
- b. Specific expectations shall be communicated to participating schools in adequate time before the festival.

1140.2 Hosting Guidelines

- a. The host school shall develop workable hosting guidelines. While single beds are preferred for all participants, host schools may assign alternative arrangements if necessary to find sufficient accommodations. Floor mats and sleeping bags are acceptable, as are accommodations in a church building.
- b. Care should be taken to assign adults and students in such a way as to avoid liability. Host schools should make these assignments in light of insurance requirements.

1140.3 Curfew

- a. The host school shall determine a curfew for students.
- b. Information about the curfew shall be communicated to the schools and host families in adequate time prior to the festival.

Date adopted: September 17, 2013

Previous policy: June 28, 2005

MUSIC FESTIVALS

Policy Title: HIGH SCHOOL CHORAL FESTIVAL INCOME Number: 1150

1150.1 Financial Expectations

High School Choral Festival expenses shall be covered by student fees and offerings.

1150.2 Budget Planning

- a. In spring of the year prior to the festival, the MSC liaison and treasurer shall preview the budget planning process with the host school administrator.
- b. As host schools' contribution to the festival, they shall provide all staff and volunteer services at no cost to the festival.
- c. The host administrator shall work with school staff to develop a preliminary budget. The MSC treasurer and chair shall review the budget and assist in working out questions.
- d. The MSC treasurer shall submit a festival budget proposal for review and approval at the fall MSC meeting.

1150.3 Student Festival Dues

- a. Festival dues shall be set at a level to ensure sufficient income to exceed costs. Allowance shall be made for adjustments in numbers later during the planning process. From the time schools initially submit rosters until the festival itself, attrition of around 5% is typical. Income projected for the budget shall anticipate such attrition.
- b. Students from visiting schools shall pay festival dues at the full rate. Students from host schools shall pay 50% of the full rate, to the nearest dollar. Students from fly-in schools, Academia and Western, shall not pay dues.
- c. The costs for directors, accompanists, and chaperons are to be covered by student fees; therefore, host schools shall provide for these persons' expenses in the budget.
- d. Festival dues are not refundable for cancellations within 30 days of the festival. The administrative liaison can authorize exceptions on medical or compassionate grounds.
- e. At the MSC meetings held each spring during the festival, the host administrator for the following year's festival shall present an estimate of student fees based on the preliminary budget.

1150.4 Surplus Funds

MSC shall use surplus funds from festivals to fund programs and activities of the council.

Date adopted: September 17, 2013

Previous policy: June 28, 2005

MUSIC FESTIVALS

Policy Title: HIGH SCHOOL CHORAL FESTIVAL EXPENSES Number: 1160

1160.1 Honorarium and Travel Expenses

- a. The fee for the guest conductor and accompanist shall be in the budget presented to the MSC treasurer.
- b. The honorarium level shall be established in relation to currently accepted levels among professionals for similar work in the field and shall be consistent across festivals. For full and regional festivals, the current fee level shall not exceed the daily rate posted by the American Choral Directors' Association. Honorariums shall be approved by the MSC treasurer, administrative liaison for festivals, and chair during the budgeting process, *prior* to budget approval.
- c. In addition to the honorarium, MSC shall pay full travel and hospitality expenses for the guest conductor.

1160.2 Transportation of Choirs

- a. Mennonite Schools Council shall pay travel expenses when a choir takes the most direct route from its school to the festival site.
- b. Travel pool allocations for schools located within four hours' drive of the host school shall be based on travel by school bus. Schools that opt to charter a highway coach instead shall pay for the excess in cost over and above the cost of traveling by school bus.
- c. All side trips from the direct route to the festival site shall be at the expense of individual schools. Offerings received on such side trips shall be kept by the school.

1160.3 Fly-in Schools

- a. Western and Academia Menonita do not pay festival dues. The festival will budget \$1,500 per fly-in school per year for their transportation expenses. The amount accrued for each fly-in school is cumulative to a maximum of \$3,000. Such a set-aside will not be made during the year that Western and Academia Menonita host regional festivals.
- b. Fly-in schools may determine how often they participate and how many choir members participate. MSC shall periodically update the amount allocated to fly-in schools to stay current with inflation.
- c. Fly-in schools are responsible for the costs of transporting students from their school to the airport. Costs for transporting them from the airport to the host school shall be paid from the festival budget.

- 1160.4 Regional Festivals Requiring Most Schools to Fly In
- a. Regional festivals hosted by Academia Menonita and Western Mennonite require most participating choirs to fly. Careful advance planning must take place to manage travel costs.
 - b. The administrative liaison for choral festivals and MSC treasurer shall work a travel agent to develop a schedule and procedure for booking flights and coordinate completion of the bookings on a timely basis. The process must begin a full 12 months before the festivals, with bookings completed by early fall.
- 1160.5 Administrators' Attendance and Travel Expenses
- a. All MSC administrators whose travel expenses are paid by MSC shall attend all the MSC administrators' meetings and shall attend at least one of the festival concerts. Administrators are expected to travel with the choir from their school.
 - b. MSC shall pay travel expenses for administrators traveling to and from the festival with their choirs.
 - c. Except in situations noted in policy #1120.12, MSC shall not pay travel expenses for administrators who choose to travel to or from the festival other than with their choir.

Date adopted: September 17, 2013

Previous policy: June 28, 2005

MUSIC FESTIVALS

Policy Title: HIGH SCHOOL CHORAL FESTIVAL HOST
SCHOOL RESPONSIBILITIES

Number: 1170

1170.1 Administrative Liaison

- a. The administrative liaison shall provide guidance and support for host schools to ensure that they are aware of planning expectations and stay on the planning schedule.
- b. The liaison shall, with support from the MSC treasurer and chair, ensure that a budget is developed in line with MSC policy.
- c. The liaison shall serve as communication link between the administrators and host school.

1170.2 Host Administrator

- a. The host administrator shall be responsible for planning and coordinating festival activities in accord with MSC policies.
- b. The host administrator may delegate the actual work of organizing the festival to a “festival coordinator.”
- c. The Festival Planning Handbook serves as a detailed planning guide for the host administrator and/or festival coordinator.

1170.3 Communications

- a. The host administrator shall periodically report plans to participating schools.
- b. At the fall MSC meeting, the host administrator shall report, as completely as possible, progress on planning for the festival.

1170.4 Publicity

- a. The host administrator shall be responsible for all local and church-wide publicity for the festival including posters for distribution to local churches, programs, photography, and news releases. Costs for publicity materials shall be included in the festival budget; however, expenses for staff and volunteer time shall be borne by the host school.
- b. Ten days prior to the festival, the host school shall send participating schools a news release for local newspapers.

1170.5 Lodging and Meals

- a. The host school shall provide lodging for the nights of the festival itself – typically Friday through Sunday night. In the event that individual schools wish to add days to their trip, accommodations are the schools’ responsibility.
- b. The host school shall provide meals for visiting choirs, the costs of which shall be included in the festival budget.

1170.6 Itineraries

- a. Schools wishing to schedule concerts on the way to or from a festival are welcome to do so. They shall, however, inform the host administrator of their plans to the extent that they impinge on festival planning or budget.
- b. Because the High School Choral Festival has implications for Mennonite colleges and universities in planning their own choir itineraries, the MEA staff associate shall inform the music and public relations departments as well as presidents of Mennonite colleges and universities of the dates, locations and schedule of High School Choral Festivals.

1170.7 Festival Schedule

- a. Choirs typically arrive at the host school on Friday for supper, followed by an initial organizational meeting with the guest conductor.
- b. Mass choir rehearsal shall normally be scheduled between 8:30 a.m. and 5:00 p.m. on Saturday. Use of rehearsal time shall be at the discretion of the guest conductor.
- c. The host school shall determine, in view of facilities available and local mores, whether to plan one concert or two. If a single concert is planned, starting time is typically 3:00 p.m. and, if two concerts are planned, starting times are at 3:00 and 7:00 p.m.

1170.8 Festival Recordings

- a. The host administrator shall determine the cost for producing and shipping festival CDs and inform participating schools.
- b. The host administrator shall be responsible for securing permission to record copyrighted materials. The royalties shall be built into the festival budget and paid by the MSC treasurer.
- c. Orders for festival recordings, with payment in full, shall be in the hands of the host administrator, or designee, before conclusion of the festival.
- d. The host administrator shall send a complimentary copy of festival recordings to the choir director, chief administrator, and library of each participating school as well as to the local church archives and the archives of Mennonite Church USA and Mennonite Church Canada.

1170.9 Festival Activities

- a. The host school shall be responsible to:
 - (1) Plan specific Saturday evening activities for the students and provide supervision of students during all unstructured times.
 - (2) Arrange meeting places for MSC administrators and choir directors.
 - (3) Plan optional activities for spouses of administrators and music directors.
 - (4) Arrange for choir programs in local congregations on Sunday morning.

- (5) Provide a hospitality room for administrators and spouses, music directors and spouses, and chaperons.
- b. The host school is encouraged to inform participating students about the uniqueness of the school and/the local community, with emphasis on its Anabaptist-Mennonite heritage.
- c. The chaperons from each school shall include the music director, administrator, and up to two more adults. All additional adults from individual schools shall pay their own way to and from the festival.
- d. The host school may plan a special dinner on Saturday evening for administrators and spouses as well as music directors and spouses and build the costs into the festival budget.

Date adopted: September 17, 2013

Previous policy: June 28, 2005

MUSIC FESTIVALS

Policy Title: REGIONAL INSTRUMENTAL FESTIVAL
GUIDELINES

Number: 1180

1180.1 Sponsorship

- a. Regional MSC Instrumental Festivals shall be sponsored by the Mennonite Schools Council.
- b. The lead administrator of the host school will serve as administrative liaison for the Regional Instrumental Festival.
- c. The administrative liaison shall facilitate communication among MSC schools interested in participating in a given Regional Instrumental Festival.
- d. The instrumental directors of participating schools will make up the Festival Steering Committee to plan and stage each festival. The host school director will serve as festival coordinator, and the director of the school hosting the subsequent year will serve as secretary.

1180.2 General Responsibilities of the Festival Steering Committee

- a. Discuss difficulty levels for music selection during director meetings held during the festival.
- b. Choose the guest conductor for the festival. Conductor contracts shall not exceed the daily rates recommended by the host state's professional band/strings organization.
- c. Plan a calendar of events and daily schedule for the festival.
- d. Develop a balanced budget for the festival and set fees on the following understandings:
 - (1) Equal rates for all traveling schools, inclusive of a shared travel pool.
 - (2) Host rates at 50% of travel-school rates.
- e. Organize and manage, in consultation with the guest conductor, the rehearsal and concert.

1180.3 Specific Responsibilities of the Festival Steering Committee

- a. The host school administrator will provide liaison support with MSC's chair and treasurer.
- b. The Steering Committee Chair (host school director) shall:
 - (1) Invite and secure the guest conductor and arrange for lodging and food.
 - (2) Oversee timely correspondence with participating schools related to planning and registration, specifically:
 - Maintain a current email list for participating schools
 - Send out, collect, and record registration forms

- Prepare the festival budget and set fees with the help of the MSC chair and treasurer
 - Monitor festival expenses with the help of the MSC treasurer
 - Schedule practice and performance venues
 - Arrange for meals during the festival
 - Publicize the festival
 - Prepare and print programs
- c. Secretary (director of the next year's host school)
- (1) Call the directors' meeting to be held during the festival
 - Set the next festival's location, date, and times
 - Determine stage size and capacity implications
 - Discuss music difficulty
 - Nominate the conductor and establish priorities for music selection
 - Assign the Festival Steering Committee chair and secretary for the next year.
 - (2) Record Steering Committee minutes and circulate them to committee members

BOARD AND ADMINISTRATOR DEVELOPMENT

Policy Title: BOARD WORKSHOP POLICIES

Code No. 1200

- 1200.1 MSC and MEA shall normally plan a biennial workshop for the professional development and networking of board members, administrators, and other school personnel involved with resource development and church relations. The theme of the convention will alternate between resource development and church relations.
- 1200.2 The MEA Executive Director, in consultation with the MSC Executive Committee, shall set the dates, select the site, and appoint a planning committee consisting of four members. Normally, two members shall be MSC administrators and two shall be board members from MSC schools. One of the MSC representatives on the planning committee shall be designated chairperson.
- 1200.3 MEA will facilitate the procurement of lodging, meals, and meeting room space, and will oversee the registration and related processes. The planning committee will focus on the development of the program in a manner beneficial to the participants.
- 1200.4 Transportation expenses from MSC schools to the board member/administrator workshop shall be reimbursed through a travel pool. Any extra travel expenses for the chief administrator shall be covered from the regular MSC meetings budget rather than the travel pool.
- a. MSC will cover the cost of air travel for the following schools: Academic Menonita, Freeman Academy, Iowa Mennonite School, Sarasota Christian School, and Western Mennonite School.
 - b. The remaining schools shall be reimbursed for their ground transportation costs from the travel pool. These costs may include meals beyond the first one each way.
 - 1) Air travel arrangements shall be made by each designated school so as to utilize the most economical fares, even if this requires persons to stay over Saturday night. In cases where extra lodging and meal costs are incurred on the convention site to take advantage of more economical airfares, these costs shall be included in the convention budget for the travel pool.
 - 2) The costs of ground transportation from the airport to the convention site shall be included in the convention travel pool budget.
 - 3) The costs of ground transportation from the school to the airport shall be covered by the school.

- 4) The school shall be reimbursed on the basis of actual costs incurred up to allocated amount included in the travel pool budget.
- c. The budget for the travel pool shall include the cost for seven persons, excluding the principal for each school whose people will be driving to the workshop.
- d. Each school will be charged a fee to cover transportation, lodging, meals and registrations for seven persons other than the principal. The principals' costs will be paid by MSC.
- e. Any added transportation, lodging or meal costs incurred for additional persons (beyond seven) shall be borne by the individual school.

1200.5 The cost of meals and lodging shall be included in the budget on a per person basis and each school shall pay for the actual number of persons in attendance.

1200.6 All remaining costs of the workshop (those other than travel, meals and lodging costs) shall be shared equally by the member schools irrespective to the number of persons actually in attendance.

1200.7 The committee reports to the executive committee of the MSC.

1200.8 The planning committee shall facilitate the particulars related to preparing for the workshop. MEA will coordinate the printing, brochure distribution and arrange for the registration.

1200.9 Board members and directors of development from Canadian Association of Mennonite Schools (CAMS) and other Mennonite schools, as well as administrators and board members from the colleges of Mennonite Church shall be invited to participate in the workshop, and will be charged registration, meals and lodging fees..

June 28, 2005
February 1997

RELATIONSHIP TO MENNONITE HIGHER EDUCATION

Policy Title: PARTNERS IN MENNONITE EDUCATION Number: 1300

- 1300.1 In serving Mennonite Church USA and other Anabaptist-Mennonite constituencies, MSC schools and Mennonite colleges/universities participate in a shared mission in Christian education from an Anabaptist-Mennonite perspective. Our two groupings of institutions serve different segments of the Pre-K-Seminary continuum in Mennonite education. Many graduates of MSC schools attend a Mennonite college/university and many graduates of Mennonite colleges/universities teach or work in other capacities at MSC schools.
- 1300.2 As partners in Anabaptist-Mennonite education, MSC schools and Mennonite colleges/universities provide mutual support in ways such as the following:
- a. MSC schools
 - Provide Mennonite colleges/universities contact information for MSC students to enable the higher education institutions to recruit them. The information shall include name, address, phone number, parents' names, and home congregation. MSC schools shall forward this information to the MEA office, which coordinates collection, by October 15 each fall.
 - Facilitate Mennonite colleges/universities' admissions visits by helping to identify students who might be interested in enrolling, providing appropriate information and meeting spaces, and supporting their visits in other ways.
 - Welcome student teachers from Mennonite colleges and universities and provide discounts for them to attend Mennonite Educator conferences at a nominal cost.
 - b. Mennonite colleges/universities
 - Provide MSC schools contact information about MSC alumni, grouped by school, attending their institutions. The information shall include name, phone number, and college major. Mennonite colleges/universities shall forward this information to the MEA office, which coordinates collection, by October 15 each fall.
 - In their publicity materials and news stories, make a deliberate effort to acknowledge the MSC school(s) their students attended.
 - Seek to position teacher training programs in such a way as to equip student teachers for teaching in MSC schools, support efforts to place students in MSC schools for student teaching, and facilitate recruitment of their graduates to teach in MSC schools.
 - Provide a 25% tuition discount for the children of full-time employees of MSC member schools and a prorated discount for part-time employees.

Date adopted: September 15, 2014

Previous policy: June 28, 2005

RELATIONSHIP TO MENNONITE HIGHER EDUCATION

Policy Title: MSC-COLLEGE CONSULTATIONS

Number: 1310

1310.1 Program objectives:

- a. To build bridges of understanding across these two levels of Mennonite education: acquaintance of each others' programs and opportunities as well as collegial relationships.
- b. To strengthen support and ownership of Mennonite colleges/universities among MSC personnel.
- c. To draw on expertise of college/university personnel to offer professional development for MSC staff.
- d. To work collaboratively towards shared goals such as integrating faith and learning, dual-credit courses, E-learning, and equipping teacher education students to teach in Mennonite schools.
- e. To facilitate dialogue and exchange of program ideas among MSC staff.

1310.2 Format:

- a. Three or four consultations shall be held each year – one at each of four sites: Bethel College/Hesston College, Bluffton University, Eastern Mennonite University, and Goshen College.
- b. Consultations occur on a two-year rotation as follows:
 - (1) Annual consultations –
 - guidance counselors;
 - *optional*: teachers in given curricular areas in years when interest warrants.
 - (2) Biannual consultations –
 - lead administrators one year; building principals/K-8 principals the next;
 - IT directors one year; Bible teachers the next.

1310.3 Schedule:

<i>Year</i>	<i>Bethel/Hesston</i>	<i>Bluffton</i>	<i>EMU</i>	<i>Goshen</i>
2012-13	Counselors	IT	<i>Special</i>	School Heads
2013-14	<i>Special</i>	Bible	Asst Principals	Counselors
2014-15	School Heads	Counselors	<i>Special</i>	IT
2015-16	<i>Special</i>	Asst Principals	Counselors	Bible
2016-17	Counselors	School Heads	IT	<i>Special</i>
2017-18	Asst Principals	<i>Special</i>	Bible	Counselors
2018-19	IT	Counselors	School Heads	<i>Special</i>
2019-20	Bible	<i>Special</i>	Counselors	Asst Principals

1310.4 Agenda and planning:

MSC and the host college/university share responsibility for the agenda and planning. Each year MSC appoints an administrator to serve as liaison to coordinate the year's consultations. Host colleges/universities name a local contact person for planning.

Typically the host college/university and MSC also name one or more additional persons to plan the agenda and program.

1310.5 Participants:

Each MSC member school may send one representative to each consultation. By consent of the host college/university, MSC schools may send additional participants on the understanding that the sending school pay any additional travel expenses they incur.

1310.6 Financial understandings:

- a. The host college/university shall be responsible for travel costs of guidance counselors while MSC and the host college or university shall each pay half the travel costs for the other MSC-college consultations.
- b. For all consultations, each MSC participant shall submit the request for reimbursement of travel costs to the MSC treasurer. The treasurer shall bill the host college/university for the travel costs.
- c. The host college/university will provide lodging and meals.

Date adopted: September 15, 2014

Previous policy: April 12-13, 2013

CURRICULUM DEVELOPMENT

Policy Title: CURRICULUM MATERIALS

Code No. 1400

- 1400.1 The council may initiate the writing/updating of common curriculum.
- 1400.2 Journeys with God and the high school Bible Curriculum shall be evaluated and updated periodically.
- 1400.3 A standing Journeys with God Curriculum Committee shall be assigned responsibility to carry out the tasks of revising and maintaining the materials as defined in policy 200.5.
- 1400.4 The council executive committee shall appoint the members of the Journeys with God Bible curriculum committee.
- 1400.5 The Journeys with God courses shall be posted on the Mennonite Education Agency website for easy access and downloading by MSC teachers.
- 1400.6 Organization of the Journeys with God Curriculum Committee:

Purpose: The purpose of the Curriculum Committee shall be to revise and maintain the Bible curriculum, Journeys with God for use in Mennonite elementary and middle schools.

Composition of Committee: The committee membership shall be comprised of five (5) persons including school administrators/principals, faculty and MEA representative. The MSC executive committee shall designate the chairperson. The term of committee members shall be three (3) years appointments by council executive subject to full council approval. Effort shall be made to appoint members that reflect the diversity of MSC member schools.

Responsibility: The committee shall be accountable to the MSC executive committee by providing annual reports. Annual budget requests shall be submitted to the executive committee for approval for the next year's budget.

Definition of Tasks:

- a. Provide for in-service training of teachers using Journeys with God curriculum.
- b. Conduct periodic assessments of the Journeys with God curriculum use and level of teacher satisfaction.
- c. Facilitate the development and maintenance of the MEA Journeys with God website section.

- d. Furnish ordering forms and price lists for teacher and student resource manuals, trade books, and other supplement instructional materials.
- e. Create a long-range schedule for the revision and development of Journeys with God materials.

OTHER ACTIVITIES AND PROGRAMS

Policy Title: DATA GATHERING AND DISTRIBUTION

Code No. 1500

- 1500.1 MEA staff shall annually mail a data instrument to each MSC administrator by September 15.
- The administrator shall return the completed instrument to the MEA office by October 15.
- MEA staff shall send a summary of the data to each administrator by November 15.
- 1500.2 Information from the data instrument shall be handled discreetly as confidential material.
- 1500.3 The MSC executive committee and MEA staff shall annually review the data instrument and shall discern if changes need to be made to enable the instrument to better serve schools.
- 1500.4 MSC shall review the instrument as proposed by the executive committee and shall approve the instrument to be used.

June 28, 2005
February 1997

OTHER ACTIVITIES AND PROGRAMS

Policy Title: TEACHER EXCHANGE

Code No. 1510

1510.1 A mutually helpful teacher exchange between MSC schools may be arranged with the approval of the chief administrators of the school's involved.

1510.2 The values of such a program can include:

- a. Refreshing and stimulating the teachers and schools involved,
- b. Broadening one's awareness of the Mennonite and other Anabaptist churches, and the educational program of MSC schools
- c. Providing travel experience, and
- d. Providing cultural enrichment through living in another community.

June 28, 2005

OTHER ACTIVITIES AND PROGRAMS

Policy Title: OTHER ACTIVITIES AND PROGRAMS

Code No. 1520

This is a partial list of the activities and programs of the Mennonite Schools Council not specifically addressed by policy statements elsewhere in the policy manual. This list may be updated periodically.

- Administrators Leadership Development Conference
- Anabaptist Learning Institute
- Associated Mennonite Schools and Camps Benefits Program
- Middle School Regional Arts Festival
- MEA Accreditation
- MEA Teacher Certification
- MEA Website Resources
- MSC faculty and staff directory
- MSC Website- www.mennoniteschools.org
- Pennsylvania Mennonite Scholarship Organization
- Y-LEAD