

## SAMPLE JOB DESCRIPTION

### **Title**

Sunday School Director

### **Purpose**

Bringing up children in the Christian faith is a vital ministry in the church. One key component of providing Christian education is the church's Sunday school ministry. The Sunday school director supervises the Sunday morning Christian education program of the church for children in preschool through fifth grade.

### **Reports to**

Children's Ministry Director

### **Description of Duties**

- Coordinate ideas into a plan to help meet the needs of children through the church's Sunday school ministry.
- Oversee the administration of Sunday school.
- Plan appropriate curriculum for the church's Sunday school program and ministry.
- Order and maintain Sunday school curriculum.
- Recruit and train Sunday school teachers.
- Gather appropriate supplies to support Sunday school classes and programs.
- Communicate the activities and ministries of Sunday school to Communications Director.
- Coordinate and present annual Sunday school budget to the church finance committee.
- Schedule, plan, and lead training meetings for Sunday school teachers and assistants.

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## SAMPLE JOB DESCRIPTION (continued)

- Ensure that Sunday school classes run smoothly and excellently.
- Ensure that appropriate safety and security guidelines for Sunday school programs are implemented and followed, including criminal background checks for staff and volunteers, and implementing training on child protection, health issues, and other procedures to ensure the safety and security of children participating in Sunday school.

### **Time Requirements**

Duties may be divided among two or more individuals with skills and gifts in various areas. For example, one person might handle the administrative tasks related to the position (keeping records, ordering curriculum and supplies), while another focuses on working with recruiting, training, and retaining teachers and other Sunday school staff. Approximate time commitment each month will be 10 to 20 hours per month including supervision time on Sundays during the Sunday school hour.

### **Term**

The Sunday school director is expected to serve for at least two years; at least part of year one is spent as an apprentice or assistant to the current Sunday school director, and year two is spent serving as the Sunday school director. The Sunday school director may serve for additional one-year terms thereafter.

## SAMPLE JOB DESCRIPTION (continued)

### **Training and Resources**

- Provide training and resources to the staff and children's ministry director.
- Keep a journal or a file of written notes to pass on to future Sunday school directors.
- Attend appropriate regional and national seminars and workshops on children's ministry.

### **Qualifications, Skills, and Gifts**

- Committed Christian who is growing spiritually and is willing to model faith to others
- Desire to see children come to know and follow Jesus
- Committed to vision, values, and beliefs of the church
- Strong oral and written communication skills
- Organizational and administrative skills
- Ability to take direction and to work independently
- A self-starter; willingness to work "behind the scenes"
- Team-oriented; able to work with a large team of volunteers
- Has a heart and passion for children
- Complies with a background check
- Possesses one or more of the following spiritual gifts: administration, discernment, encouragement, helps, knowledge, leadership, shepherding, teaching, wisdom

### **Benefits to the Worker**

Satisfaction of knowing that you are contributing to the spiritual growth of children in the church, and inviting unchurched children to hear the message of Jesus; helping others develop the gifts of teaching and learning.