

SUNDAY SCHOOL DIRECTOR/SUPERINTENDENT

The Sunday School director will lead and oversee the ministry of the Sunday School. This person will ensure proper staffing, training and operation of the department.

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| Ministry Area/Department | Sunday School |
| Position | Sunday School director/superintendent |
| Accountable To | Pastor |
| Ministry Target | Church |
| Position Is | Volunteer |
| Position May Be Filled By | Church member |
| Minimum Maturity Level | Stable, mature Christian |
| Spiritual Gifts | Administration • Exhortation |
| Talents or Abilities Desired | Good organizational and leadership skills |
| Best Personality Traits | Motivated • People oriented |
| Passion For | Reaching, teaching and nurturing people through Sunday School ministry |
| Length of Service Commitment | One year minimum |

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Recruit volunteers to serve in Sunday School ministry.
2. Develop and implement a training program for Sunday School leaders (teachers and workers).
3. Obtain information on Sunday School curricula; inform teachers of selection; order curricula.
4. Oversee distribution of Sunday School material or store it in a designated location for easy access by leaders.
5. Recognize, encourage and motivate Sunday School workers.
6. Communicate information regarding goals, special days, etc.

7. Oversee operation of Sunday School ministry (teachers on hand, lessons available, start/end on time, records procedures followed/forms completed, etc.).
8. Serve as a liaison between Sunday School and pastor.