



## DETAILED MINISTRY DESCRIPTION

*Living God's Word,  
Sharing God's Love*

*Sunday School Superintendent*

### ***Christian Education Work Area Vision***

To provide effective and challenging learning experiences for church members of all ages so they may grow in understanding the gospel and become fully engaged in daily living as faithful disciples.

### ***Title***

Sunday School Superintendent.

### ***Purpose***

To coordinate an informative, exciting, safe, and well staffed Sunday School program.

### ***Responsible to***

Christian Education Team Leader, Church Council and Staff: Director of Christian Education.

### ***Description of duties***

- Coordinate with the Director of Christian Education to:
  - Assist Age Level Coordinator in recruiting Sunday School teachers and substitute teachers.
  - Assist Greeters to direct students and parents to each Sunday class and provide assistance to newcomers.
  - Assist Age Level Coordinators in monitoring supplies, equipment needs, room assignments, etc.
- Keep the congregation informed of what is happening in the Sunday School program.
- Keep the Sunday School Brochure up to date.
- Attend and report to Christian Education team meetings.

### ***Budget Responsibilities***

Provide requested budget information to Chairman of Christian Education for the annual budget.

### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

- Attend called meetings of the Christian Education Team, approximately 6 times a year.
- Attend annual Sunday School teachers' training meeting.
- Sunday administrative duties (1 hour per week)

### ***Term***

One year, with annual renewal (if mutually desired) for a maximum of 3 years.

### ***Training and resources***

- Training workshops offered by the Conference.
- Resources available at Cokesbury and through the Conference.
- Interpreter subscription.
- The Advocate.

### ***Background Check***

Not required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

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

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one or more of the following spiritual gifts:
  - Administrative (D)\*
  - Hospitality (D)
  - Leadership (D)

\*D – Desired

\*R – Required

### ***Benefits to the Servant***

To be actively involved in the implementation and administration of an informative and exciting Sunday School program.