

PRESBYTERIAN CHURCH OF THE MASTER

JOB DESCRIPTION

TITLE: Sunday School Coordinator

PURPOSE:

The Sunday School Coordinator will direct all aspects of Sunday morning Children's Ministries programming for children 2 years old through 6th grade. The Sunday School Director will also provide overall support for Children's Ministries and any related special events.

QUALIFICATIONS:

This person must be committed to serving Jesus Christ, have a deep love for children and a desire to see them nurtured in their faith. This person should have a desire to partner with other adults in Children's Ministries. They should exhibit good administrative and organizational skills, excellent people skills, be a team player, and have the ability to take initiative and work independently. Though this person has primary responsibilities for working with children, they also must exhibit strong skills in working with adults. This person should have experience working with children, and after a brief period of training, be able to substitute teach in a classroom at any age level.

RESPONSIBILITIES:

The Sunday School Coordinator will provide leadership and supervision for Sunday morning programming for children.

1. Recruit and supervise Sunday School teachers in partnership with the Director of Children's Ministries.
2. Select, order and distribute quarterly curriculum with DCM.
3. Maintain stocked resource rooms & supplies, ordering and purchasing all supplies in partnership with the Children's Ministries Administrative assistant.
4. Maintain supply of Sunday School snacks, calling volunteers and purchasing as needed.
5. Assign and maintain a system of parent volunteers in the classrooms.
6. Supervise Sunday morning Hall monitors.
7. Maintain personal contact with teachers in partnership with DCM.
8. Provide opportunities for teacher training throughout the school year in partnership with the DCM.
9. Prepare monthly resources and craft packets for classes.
10. Arrange for substitute teachers as needed.
11. Fill in as hall monitor, classroom helper, or substitute teacher as needed.
12. Coordinate Kid's praise and Worship times which include monthly stewardship focus. (local, global and PCOM related)
13. Supervise and coordinate Bible Memory Verse program (Bible Memory Buddies, prizes, monthly activities, etc)
14. Assist with development of Children's Ministries brochure.
15. Coordinate a summer program for young children as directed by the Children's committee.

The Sunday School Coordinator will assist with the coordination of the following Children's Ministries events that occur on Sunday mornings.

1. Sunday School mission projects: Angel Tree, One Great Hour of Sharing, Birthday Kits, Operation Christmas Child, food drives, etc.
2. Bible Presentation Sunday
3. PJ's Pancakes & Prayer breakfast
4. Palm Sunday processional & Easter Sunday activities
5. Advent/Christmas activities
6. Teacher Appreciation events

The Sunday School Coordinator will also be involved with other Christian Education staff in planning and implementing Big Wednesdays.

The Sunday School Coordinator will be available to assist the Director of Children's Ministries with additional projects as needed.

ACCOUNTABILITY:

The Sunday School Coordinator reports directly to the Director of Children's Ministries.

The Sunday School Coordinator will serve as a member of the Children's Ministries committee, attending monthly meetings.

The Sunday School Coordinator will meet weekly with the Director of Children's Ministries and other CM staff for prayer and planning.

The Sunday School Coordinator will attend weekly PCOM staff meetings and participate as a member of the program staff.

This part time position is 20 hours per week; with time divided between Sunday mornings and weekly office hours. (Sundays 5-6 hours per week with one Sunday off per quarter; office hours to be arranged.)

EVALUATION:

The Sunday School Coordinator will be evaluated after 6 months on the job to assess the compatibility of the individual and the position.

The Sunday School Coordinator's performance will be evaluated annually by the Director of Children's Ministries. Performance will be measured in relationship to the job description and the annual goals and objectives.

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