

JOB DESCRIPTION: Family Sunday School Coordinator

REPORTS TO: Director of Youth & Family Ministry

CLASSIFICATION: Hourly
5-10 Hours per week

Purpose Statement: To nurture children within our church body, to assist with creative events that help children grow spiritually, emotionally, and relationally to other children and adults.

Position Summary: This position's primary responsibility is to coordinate and direct all aspects of Sunday School. This position organizes, guides, and coordinates the people, resources, and systems that shape the worship life of the children in the congregation and empowers others to share this ministry.

Spiritual Life and Self Care: Attend to your spiritual life and personal needs in a way that fosters wholeness and vitality in ministry.

Primary Responsibilities, Duties, and Performance Indicators:

Children's Education

- Recruit, train and coordinate the Sunday School Teacher Leadership Team, craft helpers etc. and youth helpers for the Sunday School ministry.
- Plan and lead Sunday School large group in prayer, story, and music on Sunday mornings.
- Assist in choosing Sunday School curriculum when needed.
- Download, print and assemble lessons
- Lead and Organize classrooms with weekly materials.
- Coordinate and order needed supplies for Sunday School along with the Director of Youth & Family Ministries.
- Plan teacher appreciation activities

Programs and Events

- Lead and Coordinate Christmas program.
- Assist in coordinating Sunday School Kick-Off (God's Work, Our Hands), Vacation Bible School, and other special Children's Ministry events.
- Work with the Director of Youth & Family Ministry, Pastor, and Director of Worship & Music in planning appropriate opportunities for integrating children into the worship life of church.

Resources and Administration

- Participate in staff meetings and other meetings necessary for the worship life of Trinity's children's ministry
- Participate in programming meetings with the Senior Pastor and Director of Youth & Family Ministry.

- Participate in Synod CYF meetings and continuing education/workshop opportunities.

Communication

- Facilitate Leadership Team meetings several times a year
- Weekly emails to Leadership team with lessons, extra info and devotions
- Maintain and update Sunday School (closed) Facebook group with information and photos.

Background, Skills, and Qualifications: Along with education and/or experience in education and ministry and an evident faith in Christ and a commitment to the church:

- Strong organizational skills
- Ability to effectively work with and motivate people
- Meet the public tactfully and courteously
- Communicate and work positively and effectively with volunteers and church members
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff team
- Handle emergencies as they arise
- Maintain confidentiality in all matters
- Function independently and use good judgment in decision making related to duties
- Adjust working hours to accommodate workload as needed

Authority and Freedom to Act: The Sunday School Coordinator is free to recommend new ways to serve children in the church. This position is free to organize and purchase necessary supplies for Sunday School within the expense policies and budget guidelines as approved by the congregation annually.

Accountability: This position is responsible to the Director of Youth & Family Ministry. This position will be reviewed annually.

Support: Support for this position will be provided by all co-workers on our staff. In addition to co-workers you will have a direct contact on the Personnel Committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource to all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.