

Even in the age of modern mega-churches, many hold traditional Sunday school classes each Sunday. These classes are basically Bible study sessions categorized by age group. To make sure the Sunday School Department remains orderly, many churches appoint a superintendent to oversee the program.

### **Job Description:**

Sunday School Superintendent – Mt. Zion Baptist Church, Chapin, SC

**PURPOSE:** The Sunday School Superintendent coordinates and facilitates the smooth running of the Sunday School program, which seeks to ensure that children and adults who attend come to know the Biblical faith in a safe, friendly, welcoming environment and where all may experience the love of God and be spiritually nurtured. An understanding of, and respect for, the faith and inclusive values of our church community are of critical importance, as is teamwork.

### **QUALIFICATIONS: *(not in order of priority)***

**SINCERE FAITH AND CHRIST-CENTERED LIFE:** The Sunday School Superintendent shall be a Christian, who has a desire to exercise faith and service through this ministry position.

**PROFESSIONAL, TECHNICAL, AND ORGANIZATIONAL SKILL PLUS A WILLINGNESS TO LEARN:** The position requires a self-starter with strong leadership skills; Ability to communicate well and work respectfully with other members of the staff and congregation; Strong verbal, written, interpersonal skills, and the ability to organize and prioritize work, and to meet deadlines is a requirement. Must be able to communicate through various forms of communication.

**INTERPERSONAL SKILLS AND DEVELOPMENT:** The Sunday School Superintendent needs an ability to relate well with people (children, youth and adults); Able to make decisions and delegate responsibilities to others; Able to recruit others who might assist as volunteers in the program. Required to interact and serve with the church pastor and staff, and be under the direction of the pastor.

**PERSONAL ATTITUDES:** Friendliness; a serving, glad, and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter.

**DEPENDABILITY:** Loyalty and reliability, setting and meeting deadlines and goals; organized; **punctual (Mt. Zion Baptist Church Sunday School begins at 9:00am).**

**DISCRETION AND CONFIDENTIALITY:** Trustworthiness.

**ADMINISTRATION:** Coordination with the pastoral and church staff and office; participation in meetings with the pastor as needed. Maintain accurate Sunday School records. With the help of the Sunday School Ministry, identify, train, and motivate volunteers for assistance in this program.

## **RESPONSIBILITIES:**

- 1) Be present and prepared each Sunday morning before and after Sunday School to greet, support and encourage children, parents and teachers.
- 2) Responsible to monitor Sunday School classes and teachers and be prepared to teach classes if needed.
- 3) Work with the Sunday School Ministry to select, organize, maintain, and distribute Sunday School curriculum and supplies to equip teachers well.
- 4) Attends Sunday School and Church meetings; prepares and presents reports, and participates in planning special events.
- 5) The Sunday school superintendent is the point of contact for all Sunday school teachers. If an issue arises in the school that needs to be addressed, the superintendent is responsible for resolving the issue (with assistance from the Pastor is necessary).
- 6) The superintendent is responsible for recommending a budget for the Sunday School Department. This budget generally includes the cost of teacher resources and Sunday school books for each class. The budget also includes expenses for Sunday School events, such as Vacation Bible school.

**IN A NUTSHELL:** The **Sunday School Superintendent** shall direct or delegate to others, all Sunday School activities, to include but not limited to the recording of minutes, attendance at conferences/programs, securing of teachers and delegates, and all other functions of the Sunday School Ministry. The Sunday School Superintendent shall give a report of the Sunday School activities to the Church at regularly scheduled meetings. The Sunday School Superintendent shall work in full cooperation with the Pastor, as well as other members of the church.

**IDEAL START DATE:** As soon as possible (actual date is negotiable)

**This list of duties and responsibilities is just an overview/outline of what is required...This list is not meant to be comprehensive or all-inclusive, as other duties may be assigned accordingly by the Pastor.**