



Grace Presbyterian Church

Job Description

Job Title: Sunday School Director

Part-time, non-exempt, Hours per week: approx 10/week

Last Update: August 26, 2021

Purpose

To provide leadership in planning for, developing and implementing the Sunday morning Christian Education programs for children (Nursery – 5th Grade) and youth (6th – 12th Grade) in accordance with the policies and with direction from the Session.

Organizational Relationships

Reports to Pastor. Is also accountable to the congregation through the Session. Serves as the primary staff liaison on the Christian Education Committee. Directs and supervises part-time nursery staff and Sunday School teachers. Supported and reviewed by Personnel Committee.

Principal Duties and Responsibilities

1. Plans, develops and supervises the implementation of all youth and Children's Sunday School.
2. Coordinates childcare on Sunday mornings and for special worship services. Supervises and evaluates work of the nursery staff and volunteers.
3. Works with Christian Education Committee to select and approve the curriculum for Sunday School.
4. Coordinates with the Pastor regarding youth and children's participation in worship services, including periodically delivering the children's message in Sunday worship service.
5. Provides publicity for Sunday School through newsletter, bulletin, letters, emails and bulletin boards.
6. Recruits, develops, supervises, and nurtures teachers, staff and volunteers for Sunday School, attending periodic meetings and/or workshops with the teaching staff, with the approval of Session.
7. Responsible to maintain and report accurate church school records, including age/grades of children.
8. Oversees the ordering and maintenance of supplies for Sunday School including nursery.

9. Communicates the Sunday School annual budget needs with the Christian Education chair.
10. Ensures all volunteers in the Sunday School program and the VBS program (coordinated with VBS Director) are trained in the Child and Youth Protection Policy of Grace Presbyterian Church and are screened according to the requirements of the policy. Maintains records as required by California law.

Qualifications Guidelines

Required:

- Strong faith in Jesus Christ and adherence to the church's mission and values.
- Relational skills with parents, children and volunteers.
- Strong organizational and administrative skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to delegate and coordinate the work of volunteers.
- Self-directed and able to prioritize.
- Effective interpersonal skills with the ability to relate to a variety of age groups, especially children.
- Must thoroughly enjoy working with children and nurturing them in the development of their faith.

Preferred:

- College Degree in early childhood development/education or equivalent experience.
- Experience in the preparation and teaching of educational programs for children.

How to Apply:

Send resume to John Wright at JohnLWrightJr@gmail.com