

## **SUNDAY SCHOOL COORDINATOR NEW CASTLE PRESBYTERIAN CHURCH**

This position is part-time, providing co-ordination and teaching for the Sunday School program at New Castle Presbyterian Church from September through June.

The Sunday School Coordinator reports to Pastor as Head of Staff.

The Sunday School Coordinator will be reviewed by the Resource Development and Christian Education Committees, and a contract renewed annually by the Session of New Castle Presbyterian Church.

**Schedule:** Sundays: 10:00 – 12:00 on site, with additional time for planning and preparation, as well as Christian Education Committee meetings.

**Compensation:** \$50/week; approximately 40 Sundays per year, in accordance with the Sunday School calendar

**Paid Sick Leave:** 2 Sundays per Sunday School calendar year

**Expectations for Calling Out Sick:** As far in advance as possible, contact should be made with the pastor and assigned Sunday School volunteer teacher(s) for the corresponding Sunday. When possible, coordinate with another volunteer teacher to provide coverage. Communicate to the pastor and assigned volunteer teacher(s) as to who will be providing coverage or if coverage was unable to be obtained.

**Inclement Weather/Church Closure:** Where possible, resources should be provided to parents and guardians. Pay will continue as normal.

### **Areas of Responsibility:**

#### **WEEKLY**

1. Arrive each Sunday by 10:00 a.m.
2. Prepare weekly lessons for both Sunday School classes (i.e. print activity sheets, plan related games, gather necessary supplies, etc.)
3. Communicate with other volunteer teacher(s) as needed
4. Lead the older Sunday School class in weekly lessons, including curriculum activities, prayer requests, receiving of offering and Gifts of Love donations
5. Clean up classroom areas as needed
6. Submit reimbursement receipts to Church Treasurer for any expenses

#### **MONTHLY**

1. Communicate with families, informing them of upcoming Church programming
2. Track Gifts of Love donations and add to congregational Gifts of Love
3. Communicate with Christian Education Committee, reporting on past month's activities and any concerns/ideas
4. Communicate Sunday School expenses with Christian Education Committee and mind the budget parameters set by the Christian Education Committee
5. Coordinate the implementation of Christian Education Committee's plans for Sunday School
6. Submit any announcements (e.g. Gifts of Love) for the church bulletin and/or monthly newsletter to the Church Office

## **QUARTERLY/SEASONALLY**

1. Anticipate and assist in curriculum ordering with Church Office
2. Coordinate a schedule for Sunday School volunteer teachers and communicate with volunteer teachers about events, changes, needs
3. Coordinate with Pastor and Bell Choir Director regarding opportunities for Sunday School children to take part in worship service, through music, scripture sharing, Advent Candle lighting, etc.
4. Coordinate with Mission Committee regarding opportunities for Sunday School children to participate in mission projects (e.g. Ditty Boxes for the Seamen's Center, Spirit of Christmas ornaments)

## **YEARLY**

1. Renew classroom décor
2. Help coordinate Volunteer Teacher Training event for all volunteer teachers in August/September
3. Help with recruitment of new volunteer teachers
4. Give input on needs for Christian Education budget each fall