The Presbyterian Church

23 S. Front St., Hamilton, OH 45011

The Sunday School Director

Overview

The Sunday School Director is responsible for the development, direction and coordination of the Sunday School Program of our congregation in accordance with the mission and vision statements. Sunday School includes children age's infants through adults. This part time position is based on an average workweek of 8-10 hours including in-person leadership each Sunday and teaching 1-2 Sundays per month. The Sunday School is in session year round.

Reporting Relationship

The Administrator reports directly to the Christian Education Director.

Major Responsibilities

1. Develop an overall yearly outline of the Sunday School program.
2. Curate units of study from available age-appropriate curriculums.
3. Recruit, train, encourage and support volunteers with the resources needed to carry out their teaching including, but not limited to, meeting with the individuals and hosting training sessions.
4. Organize and prepare a schedule of teacher volunteers.
5. Contact teachers with the upcoming week's materials and resources and address any questions prior to class.
6. Keep the parents and congregation informed about the program. Intentionally reach out to families with updates on events, lessons and absent children.
7. Be present weekly/teach 1-2 Sunday mornings per month to interact with the children and teachers.
8. Provide regular reports to the Christian Education Committee or attend meetings.
9. Submit yearly budget requests to the Christian Education Committee.
10. Help in planning and attend seasonal events: VBS, Egg Hunt, etc.
11. Coordinate with the Music Director or another volunteer to incorporate music in the Sunday school program.
12. Maintain Child Protection Policy & Safety with the help of the Christian Education Committee.
13. Record Sunday School attendance and reach out to those not attending.

Support

1. The pastor, Christian Education Director and Christian Education Committee. This position will report to our Director of Christian Education.
2. The congregation for volunteer teachers and assistants

Qualifications

1. **Background check required**
2. An active and growing spiritual life centered in Christ.
3. Open-minded, joyful, patient personality.
4. Strong leadership and organizational skills.
5. Creativity and ability to take initiative.
6. Ability to use e-mail, internet and computer.

Salary

1. Salary information upon request

Church website: www.thepresby.org

Interested applicants: Megan Brown, Director of Christian Education

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