

Sunday School Director



Job Description

The Sunday School Director oversees Sunday morning programming for all young persons, kindergarten through high school. They are responsible for coordinating week-to-week operations, including recruiting, teacher support, resourcing, documenting, and general administration of Sunday youth programming, K-12. With the Youth Discipleship Team, they ensure strategic alignment and quality of programming.

Responsibilities

1. Executes the week-to-week operations of children's Sunday youth programming.
2. Executes Vision-based strategies identified by the Youth Discipleship Team.
3. Recruits and trains teachers.
4. Supports teachers with encouragement, troubleshooting, and hands-on help in difficult situations.
5. Researches curricula and makes recommendations to the Youth Discipleship Team.
6. Resources teachers with curricula, snacks, tech, and material provisions; ensures set-up and clean-up.

7. With the Worship Director, coordinates or delegates children's special programs and performances.
8. Coordinates data gathering and evaluation of children's ministries programs.
9. Coordinates with the Youth Director to align learning objectives and scheduling.
10. Attends all Youth Discipleship Team meetings as a voting member.

Hours

Anticipated average workload is 5 hours a week, with an average of 20 hours per month, not to exceed 250 hours per year. Hours must be logged.

Reporting

The Sunday School Director reports to the Ministry Coordinator or, in the event of no Ministry Coordinator, the Service Shepherds. The Director is expected to maintain regular communication with the Youth Discipleship Team, the Ministry Coordinator, and the Pastor. Periodic reports will be made to Council.

Qualifications

- Loves children and connects with them.
- Has experience working with children.
- Has experience working with parents.
- Strong communication skills.
- Well organized.
- Able to work well with teams.
- Able to recruit and train volunteers.
- Articulates a holistic Christian philosophy of children's ministry.
- Exhibits kindness, humility, and patience.

- Follows Jesus Christ as a dedicated disciple, actively practicing spiritual disciplines.
- Agrees to promote the Christian faith through a reformed interpretation of Scripture in alignment with the confessions of the Christian Reformed Church.
- Commits to being a regular attendee of Bridge of Hope. (Membership at Bridge of Hope preferred.)