

Mt. Washington Presbyterian Church
Sunday School Coordinator

Draft 08-14-2020

Position Overview

With the Director of Family and Youth Ministries, the Sunday School Coordinator position includes the development and implementation of curriculum, programs, volunteer management, and effective communication to families as it relates to Sunday School.

The goals are to strengthen children and families in their spiritual development and catalyze growth in the church's outreach to families in Mt. Washington and neighboring communities through intergenerational engagement.

This is a non-exempt position: 8 hours a week on average
This position does not qualify for PTO, 403b, or medical.

Reporting Relationships

- A. Reports to Director of Family and Youth Ministries
- B. Works closely with Administrative Assistant for Family Ministries
- C. Monitors and supports the Cribbery Staff on Sundays

Knowledge, Skills and Qualifications:

A. Faith Background

- 1. Possesses and practices a deep and growing Christian faith
- 2. Experience in a variety of church settings, preferred
- 3. Understanding and application of a theological formation in children

B. Work Style and Experience

- 1. Completed degree or equivalent experience in the fields of Christian Education or Education. Transferable experience is welcome!
- 2. Previously demonstrated successful program and volunteer management experience.
- 3. Possesses a heart for children and families with an awareness and compassion for challenges they face
- 4. Possesses engaging and authentic interpersonal skills
- 5. Proven ability or potential to develop programs aimed at strengthening families and welcoming them into the church
- 6. Works collaboratively and creatively with staff and volunteers

C. Leadership and Administrative Skills

- 1. Previously demonstrated interpersonal skills that welcome and nurture children, their families, and the volunteers that serve them
- 2. Possess an instinct for welcoming and integrating new families into the church
- 3. Previously demonstrated ability to implement strategic vision, catalyzing a broad array of volunteers
- 4. Previously demonstrated ability for effective communication skills, both in writing and speaking
- 5. Previously demonstrated ability and aptitude for strong organizational and management skills, particularly detail-oriented.

Primary Commitments and Responsibilities:

A. Commitments

1. Outreach and inclusion of all children, regardless of ability, gender or sexuality, race and or economic status, particularly those in the community outside the church
2. Fosters Christ-centered and strong interpersonal relationships with children, their families and volunteers
3. Implement integrated ministry and programs to and for children and their families
4. Integrate children, youth and their families into worship, mission, and life of the church

B. Responsibilities

1. Attend the Meetings for Learn: CYF Ministry Team of Session
2. Direct management and oversight of the ministry of Cribbery, Sunday School, and Summer Sunday School.
3. In coordination the Family Ministries Staff, actively supervises the Sunday School program
 - a. Curriculum development
 - b. Supply management
 - c. Volunteer recruitment, development, training, and appreciation
 - d. Provide educational resourcing to teachers, i.e. classroom management, curriculum development, discipline strategies, etc.
 - e. Coordinate with Administrative Assistant for Family Ministries activity bags for children in worship
 - f. Special Events related to Worship
 - g. In coordination with Family Ministries Staff, recognition of developmental milestones, i.e., 3rd-grade bibles, first communion class
 - h. Other programs as directed by Director of Family Ministries: Christmas Eve, Palm Sunday, Holy Week, VBS
4. Children's Ministries Communications in collaboration with Family Ministries staff
5. Develop relationships with children, parents and their families
6. With the Director of Family and Youth Ministries, manage the MWPC Children, Youth and Vulnerable Adult Protection Policy
7. Ensure compliance with the Sunday School portion of the budget
8. Coordinates church-wide childcare as needed.
9. Works collaboratively in coordinating children's music program with Director of Music

General Staff Duties

- A. Participates in a collegial general ministry with other staff as directed by the HOS or the Director of Family and Youth Ministries
- B. Attends general staff meetings and activities, as directed
- C. Attends Family Ministries Staff meetings
- D. Attends CYF Ministry Team Meetings

Review Process

The Sunday School Superintendent is reviewed annually by the Family and Youth Ministries Director in accordance with the policies and procedures of the Personnel Committee.