

SUNDAY SCHOOL DIRECTOR

The Sunday School director will lead and oversee the ministry of the Sunday School. This person will ensure proper staffing, training and operation of the department.

Ministry Area/Department	Sunday School
Position	Sunday School director
Accountable To	Pastor
Position Is	Volunteer
Spiritual Gifts	• Administration • Exhortation
Talents or Abilities Desired	Good organizational and leadership skills
Best Personality Traits	• Motivated • People oriented
Passion For	Reaching, teaching and nurturing people through Sunday School ministry

RESPONSIBILITIES/DUTIES

- Approval and recruiting volunteers process to serve in Sunday School ministry.
- Develop and implement a training program for Sunday School leaders (teachers and workers).
- Obtain information on Sunday School curricula; inform teachers of selection; order curricula.
- Oversee distribution of Sunday School material or store it in a designated location for easy access by leaders.
- Recognize, encourage and motivate Sunday School workers.
- Communicate information regarding goals, special days, etc.
- Oversee operation of Sunday School ministry (teachers on hand, lessons available, start/end on time, records procedures followed/forms completed, etc.).
- Serve as a liaison between Sunday School and pastor.