

Job Description Sunday School Administrator (Interim)

Reports to: Senior Pastor

Effective: 09/20/2018 (Revised)

Directly oversees: Sunday School teachers and volunteers

Status: Part time

FLSA: Nonexempt

Job Summary:

The Sunday School Administrator will involve and support as many members as possible in providing Christian education to children, youth, and adults. Knowing that faith is passed on at home, this staff person will equip parents and teachers to pass on faith to their children and the children of the church.

Essential Functions:

- Continue and enhance a faith-focused Christian education ministry for children through adults aligned with the vision and mission of Ascension Lutheran Church.
- Work with the Christian Education board to:
 - a. Develop goals of the Sunday school program
 - b. Select and order Sunday School materials and supplies.
- Communicate goals and actions to teachers and volunteers and evaluate progress
- With help from the Christian Education Board recruit, organize, install, and thank teachers and other volunteers.
- Carry out tasks and policies set by the Christian Education Board.
- Make sure the facilities are ready for Sunday School.
- Manage Sunday School schedules and class lists.
- Oversee the organization of Vacation Bible School and the Christmas Program with assistance from the Christian Education Board.
- Requires passing a background check.

Other Responsibilities:

- Assist the Board in preparing its annual budget.
- Report monthly to the Board.
- If possible, attend staff meetings and program staff meetings.
- Provide monthly newsletter articles.

Minimum Qualifications:

- A high school diploma or the equivalent
- Knowledge of the Christian Church and the Holy Scriptures.

Physical Requirements:

- Able to speak in a public forum.
- Able to lift and carry typical Sunday school materials.

Salary and Benefits Information:

- This is a part-time staff position: (8-10 hours per week for 44 weeks during the Fall, Spring, and Vacation Bible School, 2 hours a week for 8 weeks in the summer)
- Paid hourly. Pay amount based upon education and experience.
- There are no retirement, health, or paid vacation benefits attached to this position.
- Expected to work Sunday mornings during Sunday school. Limited Sundays off will be granted by request.