

Job Description

## ***Sunday School Superintendent***

*MOUNT OLIVE LUTHERAN CHURCH LAKE HAVASU CITY, AZ 928-855-2299*

**PURPOSE:** *The Sunday School Superintendent* coordinates and facilitates the smooth running of the Sunday School program to ensure that children who attend come to know the Biblical faith in a safe, friendly, welcoming environment where all may experience the love of God and be spiritually nurtured. An understanding of, and respect for, the faith and inclusive values of our church community are of critical importance, as is team work.

**ACCOUNTABILITY:** *The Sunday School Superintendent* is directly accountable to the Senior Pastor with budgetary and reporting accountability to the Parish Education Board and the Church Council.

### **RESPONSIBILITIES:**

- 1) Be present and prepared each Sunday morning before and after Sunday School to greet, support and encourage children, parents and teachers.
- 2) Responsible to supervise, manage, maintain and monitor Sunday School teachers in the performance of their duties and be prepared to teach in their absence.
- 3) Responsible to coordinate and supervise Vacation Bible School program.
- 4) Collect offerings and maintain attendance records.
- 5) Organize, maintain, and purchase Sunday School supplies and curriculum.
- 6) Submit articles for the monthly Olive Branch with information about the Sunday School program.
- 7) Leads an interdisciplinary team of volunteers.
- 8) Attends monthly Parish Education Board meetings, prepares and presents reports to Parish Education Board, and participates in planning special events (Christmas program, Rally Days, Awards programs, Vacation Bible School, etc).

### **OTHER TERMS OF EMPLOYMENT:**

- 1) The *Sunday School Superintendent* position is a part-time position. A schedule of hours to be worked will be developed with the Senior Pastor and Youth Director.
- 2) The salary will be determined by the Personnel Committee.
- 3) Performance reviews will be held in compliance with the employee handbook.

## **QUALIFICATIONS** (not in order of priority)

**SINCERE FAITH AND CHRIST-CENTERED LIFE:** The *Sunday School Superintendent* shall be a Christian, who has a desire to exercise faith and service through this ministry position.

**PROFESSIONAL, TECHNICAL, AND ORGANIZATIONAL SKILL PLUS A WILLINGNESS TO LEARN:** The *Sunday School Superintendent* shall be a high school graduate. The position requires a self-starter with strong leadership skills and ability to communicate well and work respectfully together with other members of the team, staff, and congregation. Strong verbal, written, interpersonal skills, and the ability to organize and prioritize work, and to meet deadlines is a requirement.

**INTERPERSONAL SKILLS AND DEVELOPMENT:** The *Sunday School Superintendent* needs an ability to relate well with people (both youth and adults); able to make decisions and delegate responsibilities to others. The *Sunday School Superintendent* will have the responsibility to recruit others who might assist as volunteers in this program. This requires an ability of interpersonal communication. Required to interact and serve with the church pastor and staff, and be under the direction of the pastor(s). A background check is required.

**PERSONAL ATTITUDES:** Friendliness; a serving, glad, and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter / self-initiative imperative.

**DEPENDABILITY:** Loyalty and reliability, setting and meeting deadlines and goals; organizing; punctuality.

**DISCRETION AND CONFIDENTIALITY:** Trustworthiness.

**ADMINISTRATION:** Coordination with the pastoral and church staff and office; participation in meetings with the pastor as needed and Parish Education Board. Maintain accurate Sunday School records. With the help of the Parish Education Board: identify, train, and motivate adult and youth volunteers for assistance in this program.

**...AND OTHER DUTIES AS ASSIGNED.**

**We invite inquiries or resumes:**

***Mount Olive Lutheran Church, 2170 Havasupai Blvd, Lake Havasu City, AZ  
86403***

***Attention: Personnel Committee***

***Church office 928-855-2299***

***Email: [Pat@MountOliveOnline.net](mailto:Pat@MountOliveOnline.net)***

***Fax 928-855-4925***