

## **Ministry Description – Sunday School Coordinator**

*Approved by St. Stephen's Parish Council April 21, 200*

*Amended by St. Stephen's Parish Council September 10, 2015, December 12, 2016*

**St. Stephen the Martyr Anglican Church Mission Statement:** Our purpose is to build a strong loving Christian family of faith and to nurture our spiritual lives as we share God's love.

**Sunday School Purpose:** to aid the Christian development of the children of the parish through enjoyable learning experiences introducing them to God's word and the love of Jesus Christ.

### **Qualification, Knowledge, Attitudes**

The Sunday School Coordinator (s) should be baptized and regularly attend St. Stephen the Martyr Anglican Church. It is preferred that they be confirmed in the Anglican Church or will seek confirmation.

It is preferred that the Sunday School Coordinator(s) has experience as a Sunday School teacher.

She or he should be interested in the Christian development of children and be comfortable working with children, newborn to age 12.

The candidate must complete a Police Criminal Record Check (PCRC). The PCRC must be redone every three years and prior to the current one expiring. If the candidate has been a member of the parish for less than one year, he or she must provide two references who are not family members and who can comment on the person's character and suitability to work with children.

### **Appointment**

The Incumbent and Church Wardens appoint the Sunday School Coordinator (s) for a one-year term, from September to September.

### **Responsibility**

The Sunday School Coordinator (s) oversees the Sunday School, develops and maintain Sunday School Policies, trains and mentors teachers, ensures that the teachers have the curriculum and resources to teach a lesson including an 'emergency lesson', plans special events, and keeps the parish informed about the Sunday School. The Coordinator (s) is a member of the Parish Council.

The Sunday School Coordinator (s) agrees to follow the Sunday School Policies as adopted by the Parish Council.

### **Specific Duties**

- a. Plan, develop or purchase a Sunday School curriculum;
- b. Work with the teachers to develop a mutually acceptable teaching schedule;
- c. Meet with teachers on a regular basis to assess progress and address concerns;
- d. Manage the Sunday School budget including development of annual budget;
- e. Prepare and present reports at the Parish Council meeting and at the Annual Vestry Meeting;
- f. Work with the Parish Council to develop Sunday School Policies;
- g. Submit short articles for the parish newsletter; and

## **St. Stephen the Martyr**

Anglican Church

Serving Current River and Area

08 Apr 2023

- h. Participate in at least one educational activity each year such as the Mutual Ministry Festival or a self-directed activity that can be shared with fellow teachers.

### **Supervision/Accountability**

When the Sunday School Coordinator (s) need assistance, they should consult the Incumbent. For issues that it would be helpful to get input from the parish, the Parish Council may be consulted.

The appointment as a Sunday School Coordinator may be discontinued by the Incumbent and Church Wardens for not carrying out the responsibilities and duties of a Sunday School Coordinator or inappropriate behaviour with a parishioner.