

Ministry Description – Sunday School Coordinator

Approved by St. Stephen's Parish Council April 21, 2000

Amended by St. Stephen's Parish Council September 10, 2015, December 12, 2016, June 12, 2023

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.

They should be of good character, knowledgeable in the Christian development of children and comfortable working with children, newborn to age 12.

The candidate must complete a Vulnerable Sector Check. The Vulnerable Sector Check 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, they 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 Pastor/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 maintains Sunday School Policies, trains and mentors teachers, ensures that 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 Policy C1 - Nursery and 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 Policy C1 - Nursery and Sunday School Policy;
- g. submit short articles for the parish newsletter; and

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- h. participate in at least one educational activity each year such as a Deanery sponsored workshop 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 Pastor/Incumbent. For issues that it would be helpful to get input from the parish, the Parish Council may be consulted.

Non-renewal Procedures

The Pastor/Incumbent and Church Wardens may terminate or not renew an appointment for the following reasons:

- a. inability or failure to fulfill the responsibilities and duties of a Sunday School Coordinator;
- b. inappropriate use of discipline; and/or
- c. inappropriate interaction with children.

An appeal regarding a request to terminate or non-renewal may be made to the Archdeacon of Thunder Bay-North Shore.