



# job description

## sunday school administrator

### time commitment:

12 hrs per week

As the administrative leader of Metro's Sunday School ministry, you would be responsible for all the fine details that go into making Sunday School run smoothly.

### personal responsibilities

- Coordinating the work of all Sunday School classes towards the overarching vision and objective of Metro's Sunday School.
- Leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing team members to achieve goals toward the stated objectives.
- Seek to disciple and care for the community and a lead transparent life that bears the witness, hallmark and teachings of Jesus Christ
- Maintain a strong, personal rhythm/discipline of prayer, reflection, study, exercise & fun
- Commit to attend Metro community events along with Sunday services
- Commit to attend weekly staff meetings

### major responsibilities

- Meeting regularly with the Executive Pastor and Vol. Coordinator to evaluate the work of the Sunday School and set agenda for Sunday School Planning Team Meetings.
- Communicate goals and actions to leaders and participants and evaluate progress.
- Lead in efforts to call participants into service and in enlisting and developing new leaders.
- Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.
- Equipping the parent(s) to be the primary spiritual care givers for their children

### the details

- ensures teacher(s) show up on time and are prepared
- ensures hall parents are scheduled and show up
- maintains classroom supplies and equipment including toys
- installs and maintains "Plan to Protect" for the safety of the children
- prepares for registration Sunday morning (sign in / sign out) and a place for teachers to mark attendance
- permissions forms, family registration, accident forms, etc. made available
- arranges birthday cards and the sending to Metro's Sunday School children
- provides new attendee gift and information packet on MSS
- organizes prizes, snacks and special supplies (ie. first aid kits) when needed
- special events coordination with the Sunday School teachers

### we're online

