

Community Mennonite Church

Position Description for Children's Sunday School Superintendent

Updated 07/14

Name of Position: Children's Sunday School Superintendent

Terms of Appointment: The superintendent will be appointed for two year terms by the congregation through the gifts discernment process.

Responsibilities:

1. Establish class groups and room assignments for the coming year. Communicate teacher, helper, music leader and nursery staff needs to the person whom Gifts Discernment has appointed for that task.
2. Check each room to assess, number and sizes of chairs and tables.
3. Order Curriculum materials from MennoMedia. Prior to the beginning of the quarter distribute materials to teachers at least 2 Sundays before class starts. This can be done on a table set up in the fellowship hall.

For Fall quarter.....Order by June 30
For Winter quarter.....Order by Sept. 30
For Spring quarter.....Order by Dec. 30
4. Materials other than from MennoMedia should be cleared with a Pastoral Team representative.
5. Serve as a resource and contact person for teachers. Communicate with Sunday school staff via e-mail or orientation meetings prior to each quarter. Provide them with information regarding class lists, classroom maps, teacher lists and substitute lists, dates for the quarter, keys, payment requisitions, and supplies.
6. Organize the supply closet. Purchase supplies as needed. Check classrooms prior to each quarter to assess supply needs.
7. Choose an offering project. (After the Penny Power collection has ended.)Collect offering during music time. The upper grades have blue banks in the classrooms. Talk to each class about the offering project. Keep parents and the congregation informed of projects.
8. Inform Worship Committee when classes have prepared something for worship service. Remind teachers about this option.

9. Ring the bell outside 5 minutes before Sunday school ends, as well as the buzzer next to the church office. Ring hand bell in downstairs hallway.
10. Provide each of the SS staff with the Reducing the Risk of Child Sexual Abuse policy to sign and keep a file of those agreements.
11. Update Christian Education bulletin board in the fellowship hall with class locations, teacher lists, and class lists.
12. Keep an eye open for new attenders and invite those children to attend Sunday school.
13. Keep the Sunday school roster up to date each quarter, adding newborns and new attenders.
14. Encourage teachers to add to the Memory boxes during the quarter or at the end of the quarter. Make sure these boxes follow the class next year. These files will be given to seniors at the senior tea.
15. Attend and report to Youth Commission meetings. Write an annual report and give to Youth Commission chair if requested.
16. Assist teachers with behavior management concerns.
17. At end of quarter have teachers return curriculum materials to the supply room. These can be taken to Books Abroad.
18. Ask teachers to remove pictures from walls and bulletin boards at the end of the quarter and to leave the classroom neat and orderly for the next teacher.
19. Find ways to thank and affirm teachers and other Sunday School staff.

Superintendent's Calendar

June-August

- Check to make sure there are an adequate number and sizes of chairs and tables according to the age group assigned to that room.
- Stock the cabinets with basic supplies: crayons, markers, scissors, glue, etc.
- When curriculum arrives, divide it into classes, putting the name of the teacher on each pile and place them in the supply room, notifying the teachers that their materials are

ready for pick up. Attempt to have this ready two Sundays before the start of the new quarter.

Fall quarter

- Responsibilities listed above

Winter quarter

- Responsibilities listed above

Spring quarter

- Responsibilities listed above