

Ark and Dove Presbyterian Church
Odenton, Maryland

Position Description: Sunday School Coordinator

Name of Organization: Ark and Dove Presbyterian Church
Location: 8424 Piney Orchard Parkway, Odenton, MD 21113
Supervised by: Pastor Jennifer McCullough and the Christian Education Ministry
Employed by: The Session of Ark and Dove Presbyterian Church

The primary purpose of this position is to organize, coordinate, and supervise Sunday School (Sunday morning care and education for children and youth). This includes the procurement of and preparation of materials, the recruitment and scheduling of teachers, communication with parents, compliance with child protection policies and other tasks as assigned related to Sunday School. The Sunday School Coordinator will be a team member with a passion for education, excellent administrative and communication skills, and a firm commitment to discipleship who is rooted in progressive theology.

Administrative Responsibilities:

- Meet with Associate Pastor and Christian Education Elder weekly/bi-weekly, and relevant team members (e.g., including, but not limited to Godly Play Coordinators, Sunday School teachers, and Nursery Coordinator, etc.) regularly to make decisions regarding curriculum and other course needs including volunteer management for Sunday School, working within the Christian Education budget.
- Assure that attendance is taken in all Sunday School classrooms and monitor changing attendance patterns.
- Coordinate with Deacons to reach out to families who have been absent for several weeks in a row.
- Communicate with families of children in the Sunday School program about registration, upcoming opportunities, activities taking place in Sunday School classrooms.
- Consult with parents/guardians, Christian Education Elder and other Christian Education leaders to make CE opportunities accessible to all children, including those who need adaptive devices or additional modifications to instruction or curriculum.
- Provide a short write up for the Weekly Arkive email newsletter (e.g., updates to the congregation regarding Sunday School Programs, what children are learning, upcoming activities, etc.).

Sunday School Curriculum Responsibilities:

- In partnership with Christian Education Elder, order and receive materials necessary for Sunday School, including curriculum and other supplies.
- Prepare materials for Sunday School in coordination with Sunday School teachers (e.g., make copies, etc.) as necessary and make sure technology and other resources are in working order.
- Assure that attendance is taken in all Sunday School classrooms and monitor changing attendance patterns. Coordinate with Deacons to reach out to families who have been absent for several weeks in a row.
- Remain up to date with understanding of the current Sunday School curriculum. Possess familiarity with Godly Play's methodology and be able to communicate what children are learning in Sunday School.
- Maintain classrooms, updating art and bulletin boards regularly.

Staffing and Volunteer Management Responsibilities:

- Actively engage in ongoing recruitment of Sunday School teachers and childcare providers, including building relationships with families and reaching out to individuals to join the team.
- Schedule teachers for Sunday School, volunteers for Nursery, and fill in for teachers/Nursery as needed.
- Assure that all teachers and care providers are in compliance with child protection policies including mandatory background checks, reading and understanding policies, and taking required training.
- Keep all relevant records for all persons involved in Christian Education up to date and notify said persons for renewing background checks, new policy updates, advanced training, etc.
- Provide training to new teachers and volunteers, as well as refresher training and ongoing guidance to all teachers and volunteers.
- Meet bi-annually with each Sunday School teacher one-on-one for feedback on the programs, engagement, etc.
- Maintain and encourage an open and affirming approach to all persons as beloved children of God.
- Contribute to building community within the Christian Education team, engaging in friendship and fellowship.

Additional responsibilities as required.

Education, Skills, Training, and Experience:

- Must be rooted in Presbyterian progressive theology.
- Must be passionate about the education of children in the church and dedicated to the care and nurture of all God's children.
- Degree in education and/or demonstrated ability or experience working with children's education programs.
- Able to create a sense of community within the children's Sunday education programs.
- Good interpersonal skills: ability to build relationships with families and volunteers in the church and manage children in a nurturing, caring fashion.
- Excellent leadership skills: ability to recruit and train teachers and volunteers.
- Strong organizational, communication, and administrative skills.

Hours:

The Sunday School Coordinator is a professional, part-time position with required hours on Sundays. Expected work hours may vary between 10-12 hours per week. Generally, any given week will include at least four to six hours on Sunday mornings to prepare classrooms and materials for the week's lessons and activities, fill in for leaders where necessary, etc., and four to six hours throughout the week for meetings, trainings, planning and preparation, recruiting and securing volunteers, etc.

Compensation and Benefits:

This position is paid at \$30 per hour (approximately \$16,000-\$18,000 per year). Payment is on a bi-weekly (every two weeks) basis via check. Health benefits are not offered for this part-time position. There is an optional enrollment in the 403b retirement savings plan at full cost to the employee. This position receives paid time off including four weeks of vacation (meaning 10 hours per week as required by the position) and sick leave accrued at one day per month. Compensation will be reviewed annually.

Terms of Employment:

- Must pass a criminal fingerprint background check.
- Provide three professional/personal references.

- Have reliable transportation.
- Be subject to a 90-day probationary period.

Performance:

This position reports to the Associate Pastor and works in collaboration with the Christian Education Elder. In the first year of employment, there will be quarterly reviews with the Associate Pastor, Christian Education Elder, and/or the Administration Ministry. Thereafter, there will be annual reviews by the Associate Pastor and/or the Administration Ministry.