

Job Profile
Pilgrim UCC Sunday School Superintendent

Role:

In conjunction with the Pilgrim Christian Education Ministry, this position exists to:

- Coordinate the activities of Pilgrim UCC children's education ministry for Sunday School, Vacation Bible School and Children's Christmas program in support of Pilgrim UCC's Christian Education Mission.
- Conduct opening worship for Sunday School each Sunday
- Recommend curriculum/programs for Sunday School, Vacation Bible School and the Children's Christmas Program
- Provide communication to the congregation, parents, children, and teachers regarding activities of the Children's education ministry
- Ensures materials and supplies have been ordered and are available for use by teachers for classroom, special activities, etc.

Reports to: Church Pastor

Knowledge

(What are the minimum academic qualifications required? Describe the areas of Knowledge required to be competent in this job)

Critical:
<ul style="list-style-type: none">• High School Diploma• Working knowledge of Microsoft Office to include Word, Internet Explorer, Excel, PowerPoint (or other software used by Pilgrim UCC)• Principles of Children's education – identifying training materials/programs age appropriate, on topics relevant to Christian Educational Goals of Pilgrim UCC• Organizational Management – to coordinating human and material resources to insure a quality Sunday morning education, Vacation Bible School and Children's Christmas program for children
Desired:
<ul style="list-style-type: none">• Bachelors required preferably in Education• Musical background vocal or instrumental

<p>3. People Management Builds a strong team of talented people with diverse capabilities to teach and support the children’s education ministry.</p> <p>4. Innovation Provides oversight and recommendations in support of improving the programs for the Children’s Christian Education Ministry.</p>	<ul style="list-style-type: none"> -Plan program and recruit resources needed for Rally Day at the beginning of the SS year. -Organize program and recruit resources for Recognition Sunday held at the end of the SS year. -Compile and submit budget to the CE committee by August/September for the following year. <p>3. People Management</p> <ul style="list-style-type: none"> -Proactively identifies and recruits volunteers to teach for Sunday School, VBS, and the Children’s Christmas program. -Train teachers on curriculum and follow up periodically to support the volunteers. -Maintain a list of human resources and special talents that they may have to support the Children’s Christian Education Ministry. -Maintain a list of resources and make them available to volunteers for use in Sunday School, VBS and for the Christmas program. -Develops and maintains relationships with children, staff, members of the congregation and community. <p>4. Innovation</p> <ul style="list-style-type: none"> -Reviews and makes recommendations to the Christian Education Ministry for curriculum or programs in support of the Children’s Education programs. -Establishes an innovative environment, which encourages participation in the Children’s Education Ministry.
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