*If you’re interested in this position, please send your letter of interest to the church office. Thank you.*

Position Title: Sunday School Coordinator

Position Summary/Purpose: Passing on the faith to future generations is an essential ministry in the life of Immanuel Lutheran Church. The Sunday School Coordinator establishes and oversees an effective Christian Education Ministry for PreK-6th grade in the congregation, and keeps records of our children’s journey through their faith education/milestones from birth to graduation. This is a part time hourly position, approximately 4-6 hours a week mainly through the Sunday School year and some summer events.

Duties/Responsibilities:

* Create a Sunday School program that is both engaging and spiritually/biblically focused
* Choose and implement an appropriate curriculum in consultation with Pastor and the Board of Education
* Order all supplies needed, and keep resource/craft room maintained and stocked within budget.
* Recruit, train as needed, and equip volunteers to teach and assist with Sunday School and other children’s ministries
* Preform and review background checks on volunteers in accordance with our policies
* Create and maintain an organized learning environment for the Sunday School hour, providing weekly direction to the teachers and assistants
* Be prepared with an emergency lesson plan, and/or be prepared to teach if no teacher is available for that Sunday
* Maintain a roster of children, and record of each child’s milestones through their faith journey
* Produce annual Christmas program
* Organize summer events such as Sugar Creek Camp VBS or day visit, pool party or other day events to build our children’s faith program. Encourage/promote summer camping opportunities to Sugar Creek, etc.
* Work with Pastor and Director of Music to include the Sunday School children in monthly music during the church service
* Promote the family ministry and other growth events through creative, accurate, and timely announcements in weekly bulletin and monthly newsletter
* Attend Board of Education meetings to report progress, concerns, and to use as a resource for ideas.

**Qualifications: Preference for this position will be given to members of Immanuel Lutheran Church.**

* Promotes theology and values that are in harmony with the congregation’s mission, vision, and values
* Ability to work as a team player within congregational structure and policies
* Understanding of biblical principles and theology for helping parents, families, and congregations live out baptismal vows in the home and the congregation
* Good organization, communication, and collaboration skills.
* Demonstrated leadership capability
* Has experience as a volunteer and directing volunteers
* Strong computer and database skills
* Desire to see our church grow by building our children’s faith and understanding of our values as a Christian group

*If you’re interested in this position, please send your letter of interest to the church office. Thank you.*