

## **CONGREGATIONAL MINISTRY DESCRIPTION**

### **Trinity Lutheran Church, Savannah, Georgia**

#### **MINISTRY NAME**

SUNDAY SCHOOL SUPERINTENDENT

#### **PURPOSE**

- Establishes the Sunday School Strategic Plan jointly with Board of Christian Education Chair and Board.
- Coordinates the goals and objectives listed on the Sunday School Strategic Plan with Board members so that our strategies and goals may be met. Provides updates to SSSP as needed.
- Coordinates marketing and event requirements for SS with TLC Marketing Director.

#### **COMPOSITION AND ORGANIZATION**

- The Sunday School Superintendent is an appointed position by Chair, Board of Christian Education.

#### **ACCOUNTABILITY**

- The Sunday School Superintendent is accountable to the Chair, Board of Christian Education.

#### **QUALIFICATIONS**

- The Sunday School Superintendent shall have the necessary aptitude and commitment to coordinate Sunday School curriculum and activities.
- A background check is required.

#### **RESPONSIBILITIES**

- Evaluates Sunday Schools Strategic Plan process: Chairs Sunday School Growth Committee meetings, prayerfully coordinates the tactics listed on the SS Strategic Plan with committee members so that our strategies and goals may be met. Lord willing. Updates SSSP as needed.
- Supports the SS staff: Chairs SS staff meetings. Orders Growing in Christ Curriculum teaching guides and tools as well as student lesson leaflets. Discovery Guides and additional materials as needed. Ensures SS staff shortages are covered when members are out. Ensures staff is kept up to date on SS Growth Committee progress and planned events. Directly enlists, engages, equips and trains SS staff members, as needed. Supports SS staff and encourages them in the goals of the Sunday School Strategic Plan.
- Chairs SS staff meetings
- Maintains SS curriculum ensuring teaching guides and student handouts are on hand and orders additional materials as needed.
- Ensures SS staff shortages are covered when members are out.
- Ensures staff is kept up to date on SS events and activities.
- Directly enlists, engages, equips and trains SS staff members, as needed.
- Leads the SS Opening, teaches children their SS lessons when opportunities arise and constantly looks for ways to help children and their families grow in their personal relationship with Jesus.

## **GUIDANCE**

- Our SS Staff's mission and vision are the same as TLC's.
- The SS Superintendent works closely with the BCE Director in meeting our mission and vision as well as the values and goals listed in SSSP.
- Ensures the BCE Director is kept up to date on SS progress. Solicits and receives guidance as needed.
- Seeks Pastor's support in promoting SS.
- This includes the commissioning service for SS staff on Rally Day, including children as much as possible in the Rally Day Church Services, preaching occasionally on SS themes, providing training/support to SS staff, and encouraging everyone to attend weekly worship services, participate in weekly Bible Studies and provide support to at least one TLC service.