Woodridge Church Sunday School Coordinator  
Job Description  
November 2022

Sunday Morning duties:
- Set up classroom and materials for weekly lessons  
- Assist with transitions of children between sanctuary and Sunday School area  
- To be present and available to teachers  
- Fill in as emergency teacher or helper when necessary  
- Assist with church-wide services and special programs as requested by CE Ministry Team and pastor

Duties outside Sunday mornings:
- Communicate with all teachers for support and resources  
- Oversee fire/evacuation/lockdown drills special activities  
- Support special activities (e.g. Christmas Pageant, Rally Day, Communion Education) as requested by CE Ministry Team  
- Follow up with new families and visitors with children  
- Communicate regularly with families of registered children  
- Oversee teacher recruitment with assistance from CE Ministry Team  
- Arrange teacher meetings as needed  
- Manage curriculum needs, craft ideas and activities related to lessons  
- Arrange for summer Sunday school; to include planning curriculum/activities and recruiting teachers and helpers as needed (attendance not required)  
- Oversee safe space policy within the Sunday School area  
- Maintain inventory of Sunday School supplies  
- Create teacher schedule for September through June  
- Meet regularly with CE chairperson and pastor, frequency to be determined  
- Attend scheduled Christian Education Ministry Team meetings

Hours:
- Six hours per week; late August through June.  
- Two of those weekly hours will be completed on Sunday mornings.  
- The location and scheduling of remaining four hours will be determined in collaboration with CE Ministry Team and Pastor.

Hourly Rate: $20.00 per hour

Development and Training: Provided as needed

Applicants: Send cover letter and résumé to: woodridgechurch@verizon.net

Questions: Contact Rev. Scott Spencer at revscottspencer@gmail.com - or - at 508-838-6035