

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](mailto:woodridgechurch@verizon.net)

Questions: Contact Rev. Scott Spencer at [revscottspencer@gmail.com](mailto:revscottspencer@gmail.com) - or - at 508-838-6035