

**Church**  
**Position Description**

**Job Title:** Sunday School Director

**Reports To:** Pastor and Staff

**Position Status:** Full-Time

**Purpose:**

The Sunday School director serves as the general administrative leader of a church's Sunday School ministry.

**Personal Responsibilities:**

1. Coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of Sunday School.
2. Leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives.

**Major Responsibilities:**

1. Meeting regularly with the Pastor and staff to evaluate the work of the Sunday School and set agenda for Sunday School Planning Team Meetings.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Lead in developing an effective organization that facilitates spiritual transformation.
4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.
6. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
- 7.

**Evaluation and compensation:**

The Sunday School Director will file monthly reports to the Pastor and staff on accomplishments and activities. The Pastor and staff will conduct annually a performance evaluation and review of the compensation package.

I have read and received a copy of my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: \_\_\_\_\_