
Church

Position Description

Job Title: Sunday School Teachers

Reports To: Sunday School Director

Position Status: Full-Time

Purpose:

The teacher is an educator. In this capacity his/her concern is for the salvation and maturation of the pupils placed in his/her charge.

Relationships:

The teacher is under the supervision of and is responsible to the Sunday School Director. She/He has a cooperative relationship with the other teachers in the Sunday School. She/He is a guide, facilitator, spiritual counselor, and example to the pupils in his class. She/He is the prime representative of the ministry of the Sunday School to the individual for whom the school exists.

Personal Responsibilities:

1. Maintain Spiritual Life:

- a. Attend regular services of the church.
- b. Conduct a private devotional life.

2. Continue self-improvement:

- a. Attend annual workers training course.
- b. Keep informed of current ideas and information about Sunday School through systematic reading and studying.
- c. Attend seminars, conventions, and workshops (whenever possible).
- d. Evaluate one's teaching periodically and find ways to improve its effectiveness.

Job Responsibilities:

1. In the classroom

- a. Conduct a learning session appropriate to the needs and understanding of the pupils.
- b. Involve the pupil in the truth to be learned.
- c. Provide opportunity for the salvation of each pupil and the subsequent maturation in Christ.
- d. Arrive a minimum of 15 minutes before the announced starting time for Sunday school to arrange materials and greet pupils.
- e. Complete attendance and personal data records as specified.
- f. Be regular in attendance.

2. Outside the classroom

- a. Prepare each lesson in a thorough manner.
- b. Plan social activities for your class.
- c. Develop a thorough understanding of the age level you teach. Study the appropriate age-level manual and handbooks.
- d. Pray earnestly for each pupil.
- e. Build a list of prospects for your class.
- f. Attend staff meetings.
- g. Notify the proper person well in advance of anticipated absences.

3. Pupil follow up

- a. Become personally acquainted with each pupil, knowing such things as his name, spiritual experience, needs, and family relationships.
- b. Visit each home at least annually.
- c. Observe pupil activities at school, home, work, etc.
- d. Contact absentees faithfully.
- e. Build rapport with the parents and/or other family members.

Evaluation and compensation:

The Sunday School Teacher will file monthly reports to the Sunday School Director on accomplishments and activities. The Sunday School Director 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: _____