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: _______