

APOSTOLIC CHRISTIAN
CHURCH
Remington, IN

Position Description for
Sunday School Superintendent

Position Purpose

- Ensure that the Sunday School functions and operates smoothly with the goal of leading our youth to salvation and fostering relational connections between students and from students to the church. Promote unity, organization, and communication among teachers to effectively teach the gospel.

Term length

- 3 years

How Office is Filled

- Nominated and voted upon at the annual business meeting.

Number of Persons Serving in Position

- 1 brother/couple

Office Leadership or Supervision

- Responsible for providing support for teachers to fulfill the purpose of Sunday School.

Major Duties

- The Superintendent is a dedicated administrative position. The Superintendent will teach only on a limited and as-needed basis to build relationships with students across the different grades.
- Keep Sunday School running smoothly / keep up morale & help energize both the students and the teachers to the high calling that teachers have!
- Pray for the teachers on a regular basis; promote unity in purpose.
- Responsible for Sunday School financial accounts.
- Welcome and dismiss students and make announcements each Sunday morning.
- Rotate songbooks according to the established rotation.
- Encourage students to participate in the noon-hour singing.
- Work closely with the head song leader to support a *capella* singing, music instruction, and song directors for the Christmas and Easter programs.
- Select program committee for Christmas and Easter programs and coordinate Christmas and Easter programs with teachers and head song leader (cf., the head song leader is responsible for selecting music program directors).
- Ensure that a Sunday School teaching brother has a verse on the board and songs picked out prior to start of Sunday School.
- Post relevant information on bulletin boards. Bulletin board may be decorated.
- Responsible for executing Sunday School picnic—organize schedule and coordinate volunteers.
- Keep a roster of students and order gifts that are given annually at the Sunday School picnic.
- Oversee weekly collections and forward collections to charities.
- Serve as contact for sponsored child. Coordinate a schedule for classes to send letters to sponsored child; also, share letters with students from the sponsored child.

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- Prepare report for Annual Business Meeting.
- Facilitate an annual review of the classes and teacher assignments (P-8) each year shortly after the annual business meeting, and facilitate adjustments using the established protocol (see file).
- Provide procedures and appropriate documents to new teachers.
- Organize meetings with teachers and provide updates /reminders to teachers, students and parents, as needed.
- Communicate to parents when there are changes or relevant updates, as needed.
- Maintain an electronic archive of Sunday School documents (including a box of files) and pass to the next Superintendent.
- Facilitate ordering of instructional resources and equipment (e.g., white boards) that would help facilitate teaching and learning.
- Assist Bible Class teachers with planning trips, as needed.
- Select and facilitate committees as needed, such as the Fall Trip, Christmas & Easter Programs, Sunday School Picnic, Vacation Bible School, Christian Endeavor, ACYF Day, Mission Trips, and church invites.

Special Duties

- Facilitate a planning committee for VBS every other year (Theme / topics / ministers). See VBS Checklist (page 4).
- Collaborate with Wolcott Superintendent to plan Christian Endeavor every 4 years.
- Coordinate ACYF activities once per year.
- Coordinate 3rd through 12th grade Sunday School trip every other year.
- Facilitate adjustments to the schedule on Sundays with large crowds and see that tables are set up in the large Sunday School room as needed.
- Host ACYF once every eight years.
 - Select date and topic.
 - Invite speaker.
 - Plan lunch.
 - Select afternoon teachers, etc.
 - Reserve a facility
- Organize a mission trip every four years. Organize committees as necessary (e.g., pre-trip workbook discussions; local work teams; and, benefit meal).
 - Select date.
 - Select destination.
 - Coordinate with another group if desired.
 - Manage the budget for the trip.
 - Determine expenses and required participant contributions.
 - Organize fund raisers.
 - Track fund raising amounts per student.
 - Send regular communications to participants and parents during the planning phase.
 - Organize transportation/flights.
 - Get chaperones.
- Keep the position descriptions current for all Sunday School teaching positions. Updates are required at the time of the annual review process in August or whenever changes are made in the position. Responsibility includes developing agreement with all SS teachers or other office holders who may be affected by the updates.

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Procedures

- The brother that reads the verse on the board selects the songs and has the opening prayer.
- The brother that has the closing prayer will be up for the verse on the board the following Sunday.
- VBS Checklist – See page 4.

Communication with other Offices

- Elder / Ministers
- Ushers & Head Song Leader / Song leaders – VBS & Programs
- Sunday School teachers
- Usher in charge when there are overflow crowds

Time Requirements

- 150 hours per year

Position Qualifications

- Strong organizational and communication skills
- Have a love for the students and the work.
- A willing Bible Class teacher.
- Brother in good standing. Member of the Remington church for at least one year.
- Experience in Sunday School.

Minister Contact: Bro. Dan Kilgus

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VBS Checklist for Superintendent

3 months prior to VBS

- Review notes from prior years, especially recent VBS.
- Schedule planning meeting with ministers and SS teachers to pick topic and plan VBS.
- Announce date of VBS in church so everyone is aware and teachers have time to order supplies.
- Make sure craft supplies are being purchased and helpers are being assigned.
- Present potential minister list to elder for approval prior to inviting.
- Invite ministers as early as possible. Send letters to visiting ministers with topic.
- Reserve Fellowship Hall for the Sunday prior to VBS for set up.
- Inform Remington & Wolcott ministers of the topic. The ministers are in charge of assigning who will finish up or fill in if necessary. The finishing minister is in charge of hosting for that visiting minister.
- Connect with the Head Song Leader. Song leaders are in charge of all music, including finding special groups, assigning song leaders and choosing all except the theme song.

1 month prior to VBS

- Work on getting program designed. Have them printed 2 weeks prior to VBS.
- Decide where each class will hold their lesson and craft.
- Check with teachers on teaching materials we need to order.
- Ensure we have two VBS donation boxes available to use.

2 weeks prior to VBS

- Give programs to Remington and Wolcott churches, Bible Class teachers, students, and ministers.
- Mail invitations to friends or anyone that would have an interest in coming.
- Make a copy of cookie sign-up sheet and post in kitchen.
- Confirm with local ministers regarding their responsibilities for finishing up and hosting.
- Confirm with Head Song Leader regarding music and song leader assignment.
- Buy napkins, drink, glasses, trash bags for lunch.
- Check if extra tables and chairs are needed for classrooms.
- Print list for teachers showing children in each class.
- Decide on gifts for visiting ministers. Ideas: A craft from a class, goodie basket from Homestead.
- Post sign up lists for clean up after each night of VBS. Two non-teaching couples each night.
- Call Ooms Bros. for trash pickup for early Thursday morning. 219/987-5313.

1 week prior to VBS

- Make cards to tape to bench designating where each class will sit. (Several for each class)
- Call ministers and ask if they need a white board, etc. and confirm date and time zone.
- Arrange for teachers to set up Sunday evening prior to VBS.
- Arrange for church clean-up on Friday night.
- Check over announcements and schedule of evening and make out notes to use as moderator.
- Confirm with Sound System brothers that someone is responsible for microphones and recording. Ensure that we have a working roaming mic and they have enough CDs in stock.

1 day prior to VBS

- When setting up, have the list of students in each class so you know how many chairs to set up.
- Empty Sunday School donation box.

During VBS

- Travel expenses to each minister (according to what the Charity Fund pays). Can include with gift.
- Take attendance, lunch notes and document teachers each night.
- Take envelopes to collect donations each night. Split donations between Remington & Wolcott.
- Take pictures of crafts on Friday to put into album.

After VBS

- Church clean-up on Friday night.
- Meet with teachers to review VBS or give out forms requesting suggestions for next year.
- Update notebook and pass to next superintendent in charge. Upload VBS files into Box.