



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · [tuxedo.church](http://tuxedo.church)

## **Leadership Job Description/Expectations**

**Position:** Sunday School Teacher

**Job Description:** Sunday School Teachers are a critical part of the discipleship process of Tuxedo Church. The position involves preparing a weekly Bible based lesson that is age specific. The teacher should be mature and spiritually prepared to teach, pray with, and lead those in their class into a growing relationship with Jesus Christ.

### **Expectations:**

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Prepare lessons in advance. Pray, study, and prepare any materials needed before the scheduled class.
3. Arrive a minimum of 15 minutes before the scheduled class time.
4. If applicable, make sure all students are checked in.
5. Never leave class unattended.
6. Please keep your classroom clean. If needed do basic clean up after class is over.
7. If you are unable to teach your class, please prepare a substitute for your absence.
8. If you have needs or questions, please take them to the Sunday School Superintendent.
9. If applicable, please unlock and lock the door when entering and leaving the classroom.
10. Attend main worship service following teaching class.



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## **Leadership Job Description/Expectations**

**Position(s):** Sunday School Superintendent/Assistant Superintendent

**Job Description:** The Sunday School Superintendent/Assistant is responsible for overseeing the overall ministry of Sunday School. Duties include: recruiting teachers, coordinating with teachers to make sure they have what they need, keeping weekly attendance, collecting and counting offerings, and working with the pastoral staff to make sure the Sunday School Department is accomplishing the mission of making disciples withing the church.

### **Expectations:**

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Arrive at least 30 minutes early to prep and prepare for the arrival of teachers and students.
3. Collect weekly attendance and collect and count offerings.
4. Make sure all teachers are present for their classes.
5. Make sure teachers have the necessary curriculum and resources they need to teach their class.
6. Help identify new teachers within the church.
7. Assist Teachers in finding substitutes when necessary.
8. Make pastoral staff aware of any challenges or needs that arise.
9. Make sure all classes are empty and locked when Sunday School is over.
10. Coordinate yearly promotion for students to move up to next age/level classes.