

**Irvine United Congregational Church (IUCC)
Position Description**

Sunday School Coordinator

I. Position Summary:

The Sunday School Coordinator prepares the curriculum in consultation with the Ministry for Young People Director, lines up volunteer teachers, is in contact with parents, and generally assists in making sure that the Sunday school teaching/learning experience goes smoothly, is well prepared, has appropriate supplies, and is meaningful. The public “Face” of the Sunday school—a reliable, familiar and welcoming presence for parents and children.

In compliance with IUCC's Safe Church Policy, the Coordinator will move among the four classrooms at second service (Childcare, K-3, 4-5 and Jr./Sr. High) and be of assistance where needed. At first service, the Coordinator will work with the MYP Director to help build a new K-3 class in addition to childcare.

This part-time position is envisioned at 8-10 hours/week. The Sunday School Coordinator reports directly to the Ministry for Young People Director and works extensively with volunteers.

II. Major Responsibilities:

Responsibility	% of Time
Classroom assistance and oversight at first and second services.	50
Preparation of classrooms, curriculum and special materials as needed by teachers.	25
Recruit, support, schedule and confirm volunteers	15
Contact person for parents & volunteers, with weekly e-mails outlining Sunday school lessons and scheduling.	10

III. List of Tasks or Duties. This list supports the “Major Responsibilities” in Part II.

1. Under the direction of the Ministry for Young People Director and/or Pastor and working with lay volunteers, takes responsibility for setting up all aspects of Sunday morning Christian education for children and youth. Is available to assist with summer programs for children and pageants at Christmas and other appropriate times. Assists with choosing and ordering curriculum and other lesson materials as well as obtaining necessary supplies.
2. With MYP Director, helps recruit, train, support and welcome volunteers to teach at second service, and coordinates and/or teaches during second service.
3. Makes e-mail or phone contact with parents to let them know what the current Sunday's lesson is, and what will be happening the week after. Follow-ups with new families and acts as an invitational presence (host) at the Sunday school.

4. Working with all Sunday teaching staff, makes sure the IUCC "Safe Church Policy" is observed.
5. Explains "Sunday School Covenant" to each child, and collects signed copy.
6. When necessary, leads classes if there is an absence.
7. Closes Sunday school after others have left.

V. Position Requirements.

- A. Experience working with children.
- B. Must undergo a mandatory background check.
- C. Administrative/people skills helpful in running a small Sunday school.
- D. Understanding of, and agreement with, IUCC's stated goals as an Open and Affirming, Just Peace, and Global Mission church.
- E. Understanding of the many manifestations of "family," embracing both traditional and nontraditional intimate groups as equally worthy of succor and support.
- F. Ability to work harmoniously and effectively with a wide variety of people.
- G. Commitment to personal spiritual development.
- H. Ability to communicate effectively verbally and in writing.

V. Desirable Qualifications.

- A. Has an overview of religious life that is compatible with IUCC and a progressive theology.
- B. Returns all messages in a timely manner.
- C. Can physically lift up to 30 pounds.

The Sunday School Coordinator position requires approximately 8-10 hours a week, including roughly 5 hours on Sunday mornings.