

SUNDAY SCHOOL SUPERINTENDENT
Ministry Position Description
Bethel United Methodist Church (July 2012)

The Sunday School Superintendent shall serve a term of three years and have the following responsibilities:

1. Responsible for opening and closing the Education Building each Sunday (Bill Hulbert comes early to open the building so you may not need to do this – but please check with him first). Key may be secured from church office.
2. Collect, verify and record offering and attendance from all SS classes.
3. Take collected SS offering & attendance count to church counters.
4. Make sure Sunday school classes have teacher supplies and resource information (seasonal Cokesbury catalog).
5. Order and distribute SS class materials from Cokesbury to various SS classes.
6. Return all unneeded/unused SS material to Cokesbury as required.
7. Act as monitor of all SS classes concerning room temperature, Safe Sanctuary enforcement, building integrity and safety.
8. Be Present each Sunday to ensure all classes have teachers and monitors as required by Bethel's Child Protection (Safe Sanctuary) Policy. Must secure trained substitute when absence is necessary.
9. Aid in other reporting/record keeping activities as Annual Conference may require.
10. Must be Safe Sanctuary Trained with background check.

The Outgoing Superintendent will “Shepherd” incoming Superintendent for at least the last quarter of their term as Superintendent. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as Superintendent on following years and have them train under current Superintendent for up to a year before becoming Superintendent.

The Sunday School Superintendent is a member of the Education and Family Ministries Team which meets the 2nd Thursday at 12:30 pm every other month beginning in February, with called meetings as necessary to carry out responsibilities as outlined above.

The Sunday School Superintendent serves on the Church Council which meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.