

Sunday School Director

Holy Comforter Episcopal Church, Tallahassee FL

Overview

Holy Comforter Episcopal Church is searching for a **Sunday School Director**. The candidate will nurture Holy Comforter's young people in their development of Christian faith and discipleship and promote the values and traditions of the Episcopal Church.

Hours: Part-time (roughly 5 hours per week)
Hourly wage

Education: Preferred: Undergraduate degree in a related field (e.g., Divinity, Religion, Education, Social Work/Counseling, etc.)

Knowledge/Skills: A deep personal faith, supported by intentional spiritual practices.
Natural ability to engage and develop meaningful relationships with children and youth.
Passionate for ministry to children and youth.
Committed to the church's mission, principles, values, and Episcopal identity.
Strong organizational, communication, and interpersonal skills.
Experience in recruiting, training, and overseeing teams of volunteers.
Demonstrable ability to teach.
General knowledge of curriculum development and instruction.
Proficiency in the use of the computer and other required technology.

Reports to: Director of Children & Youth Ministries

Major Responsibilities and Duties

1. Be present to oversee the Sunday School program most Sundays from 10 AM to 12 PM.
2. Facilitate the effective implementation of the Sunday School curriculum by:
 - a. Teaching Sunday School
 - b. Organizing and disseminating a schedule/rotation of volunteer Sunday School teachers each week
 - c. Preparing volunteer Sunday school teachers to help lead each Sunday
 - d. Making necessary adjustments to the curriculum to ensure that it meets the needs of the age groups who attend
 - e. Adapting the curriculum as needed to correspond to seasonal programming and the liturgical calendar.
3. Build a strong volunteer team of Sunday School teachers by:
 - a. Helping to recruit and train new volunteers
 - b. Communicating the vision for the Sunday School ministry
 - c. Encouraging and thanking current volunteers.
4. Foster a safe and nurturing environment for children and youth, including:
 - a. Remaining up-to-date on diocesan-required training
 - b. Helping to ensure that volunteers also complete necessary training.
5. Seek, develop, and nurture relationships with the children and youth in the Sunday School program.

6. Help the church's Communication Team to present accurate, up-to-date information about the Sunday School program.
7. Help to ensure that all records and files on participating children and youth are accurately maintained, appropriately managed, and regularly updated.
8. Evaluate and make recommendations regarding meeting space, budget, curriculum, supplies, and other resources.
9. Meet with the Director of Children & Youth Ministries (or Rector) as required.
10. Set a positive example for others by living as an authentic witness of Christ.
11. Maintain professional, godly relationships with others at all times.
12. Uphold the values and guard the good reputation of the church.

General Working Conditions

Frequent prolonged and irregular hours including but not limited to sitting, standing, bending, stooping, kneeling, reaching, grasping, climbing, walking and using hands. Prolonged periods standing, sitting and walking. Must be able to lift up to 45 pounds at a time. Must be able to physically assist children. Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach children throughout the day. Exposure to a variety of weather conditions. Employee is required to see, talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Maintain emotional control under stress and maintain positive attitude when dealing all members of the community. Use available resources to define issues and solve problems. Holy Comforter Church is a smoke free, drug free workplace. Weapons are not allowed on church grounds.