

# Board of Education

---

## Sunday School Superintendent

**Mission Statement:** The Sunday School Program of Grace Lutheran Church, grounded in God's Word, educates, equips, and encourages all children 3 years old through Grade 8 so that they may know God's grace and grow in His love.

**Description:** With the assistance of the Pastor, the Sunday School Superintendent oversees the Sunday School program.

**Qualifications:**

- Committed member of Grace Lutheran Church
- Knowledge of Lutheran doctrine and Grace's teachings
- Good organizational skills
- Good verbal communication skills

**Responsibilities:**

1. Serve as liaison between Sunday School program and Education Elder.
2. Encourage staff to keep weekly attendance and follow up on absent students.
3. Initiate and lead meetings once every 1-2 months.
4. Encourage teachers each year to reach out and invite potential students prior to the beginning of each school year.
5. Coordinate planning for Sunday School lessons.
  - a. Find in our files (or contact office to order) and distribute curriculum materials for each season.
  - b. Create a schedule for lessons each season.
6. Research mission opportunities for donating Sunday School offerings.
7. Assist in the promotion of our Sunday School program and the strengthening of our partnership between parents and Sunday School staff.

**Time Commitment:**

- 3-4 hours per month.
- 1-year commitment, September through May. At-will after that, for as long as you are willing and able to serve.

**Relationships:** The Sunday School Superintendent works with the Sunday School staff, the office administrator, and the Pastor.

**Training:** Training will be provided by the outgoing Superintendent.