

# Board of Education

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## Sunday School Teacher

**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 8<sup>th</sup> grade so that they may know God's grace and grow in His love.

**Description:** The Sunday School Teacher prepares and teaches a Bible lesson and an activity or craft for a given age level or levels following the curriculum provided.

**Qualifications:**

- Committed member of Grace Lutheran Church
- Knowledge of Lutheran doctrine and teachings
- Good organizational skills
- Good verbal communication skills
- Enjoys working with children

**Responsibilities:**

1. Invite potential students prior to the beginning of each school year either personally, with an email or phone call, or with a written invitation.
2. Plan weekly lessons from the curriculum provided prior to class each week.
3. Follow up with a phone call or email to parents of children who miss more than 2 weeks in a row of classes.
4. Build relationships with the parents and children, and keep the parents up to date on appropriate matters.
5. Attend team meetings once every 1-2 months.
6. Collect any offerings received from students and decide as a team what mission it will be given to at the end of the school year.

**Time Commitment:**

- Lesson preparation time varies each week, but is usually completed in 1-2 hours, depending on the activity or craft.
- Weekly classes on Sundays 9:15-10:30am from mid-September through mid-May.
- 1-year commitment, September through May. May continue to serve as long as you would like after the first year.

**Relationships:** The Sunday School Teachers work with other teachers, the Pastor, and the office administrator.

**Training:** Training will be provided by the outgoing Sunday School Teacher.