

MINISTRY POSITION DESCRIPTIONS

CHILDREN'S SUNDAY SCHOOL TEACHER

Purpose

The Sunday school teacher is a Christian adult who guides, loves, teaches, and cares for the children in a specific class. The teacher prays for the children in the class, builds relationships with them, and thoughtfully and prayerfully plans and implements a classroom ministry.

Reports To

Children's Ministry Pastor, Christian Education Director, Sunday School Director, Sunday School Coordinator, and/or Christian Education Committee

Responsibilities

- Is present each time he or she is scheduled to teach.
- Prepares lessons and is thoroughly prepared.
- Teaches the Sunday school class.
- Prays regularly for each child, the teaching ministry, and other volunteers on the team.
- Ensures that the classroom is clean and properly set up before children arrive.
- Gathers all needed supplies before children arrive.
- Is present in classroom 15 to 20 minutes before class begins; remains until last child has been picked up.
- Records attendance.
- Fills out and utilizes information cards on regular attendees and new students.
- Arranges for a substitute teacher from an approved list when he or she can't serve when scheduled.
- Includes and involves parents in the classroom.
- Attends training sessions.
- Follows all established safety and security guidelines for children's ministry programs, including the church's policies on screening, background checks, and safety.
- Attends training on child protection, health, and other important issues.

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Time Requirements

Most Sunday school teachers spend one to two hours preparing for each class they teach and two hours in the classroom preparing, welcoming children, teaching, sending children home with their parents, and cleaning up.

Term

Sunday school teachers may serve a term of 4½ months (approximately half of the school or Sunday school year), 9 months (the Sunday school year), or 12 months (the calendar year).

Training

Attends monthly or quarterly teacher-training meetings; attends safety and security training provided by the church; uses teachers guides or curriculum provided by the church; asks supervisor for any other specialized training as needed.

Qualifications, Skills, and Gifts

- A sincere and growing personal commitment to Jesus
- A strong interest and belief in the value of Christian education for children
- A love for children, particularly those in the age group he or she is teaching
- A commitment to the values and vision of the church and its children's ministry
- Organizational, planning, creative, and administrative skills
- A strong commitment to teaching and learning in a fun, active, and interactive environment
- The ability to work with other volunteers in a team environment
- Enthusiasm
- Dependability

Benefits

Our Sunday school teachers grow in their knowledge of the Bible as they prepare and teach lessons, deepen their faith, get to know the children in the church as well as their parents, and find gratification in knowing they're making a significant contribution to the spiritual formation and growth of children.

MINISTRY POSITION DESCRIPTIONS

YOUTH MINISTRY SMALL GROUP LEADER

Purpose

The youth ministry small group leader comes alongside middle school/junior high students and senior high students as they journey through their preteen and teenage years. He or she is crucial in creating an environment in which students feel comfortable being and expressing themselves, working through and overcoming the problems they confront, and taking advantage of exciting opportunities. The leader meets with a group of five to ten preteens or teens to help them develop a sense of belonging, deepen relationships with one another and their families, and grow spiritually through Bible study, discussion, prayer, and fellowship. This leader serves, teaches, leads, and models the life of a vibrant and growing relationship with Jesus.

Reports To

Youth Pastor

Responsibilities

- Uses materials provided by the youth pastor to prepare Bible studies or topical group discussions.
- Prays for the members of the small group and for his or her own demeanor and attitude in leading the group.
- Provides personal contact information to youth group members and parents and is accessible to them.
- Leads meaningful prayers with group members.
- Maintains contact with group members outside of small group meetings to encourage them in their spiritual growth.
- Attends training opportunities provided by the church.
- Provides or arranges for small group members to provide food for their time together.
- Works with youth pastor and other youth ministry small group leaders to lead youth groups in at least one service project per year.

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YOUTH MINISTRY SMALL GROUP LEADER

Time Requirements

A youth ministry small group leader typically spends three to four hours each week preparing to lead the small group's study and discussion, one to two hours with the group, and additional time contacting group members outside meeting times to express care and concern for their wellbeing. These duties add up to a commitment of at least six hours per week.

Term

The youth ministry small group leader serves for two years. The first year is spent as an apprentice leader, assisting and learning from an established small group leader. The second is spent leading a small group.

Training

- Serves as an apprentice leader for one year.
- Attends church-provided workshops on youth ministry and small group ministry.
- Receives Bible studies and other small group resources from youth pastor.

Qualifications, Skills, and Gifts

- A committed and growing relationship with Jesus
- A passion for relational ministry
- A willingness to prepare thoroughly for each small group meeting
- Gifts of leadership, administration, hospitality, and encouragement
- Interpersonal, organizational, and communication skills
- The ability to listen carefully and maintain confidences

Benefits

Our youth ministry small group leaders profoundly and positively influence students at a critical time in their lives. In doing so, these leaders develop their own ability to learn and to teach. They learn more about God's Word and how to apply it to everyday life as they bring preteens and teenagers together for fellowship, support, and the study of God's Word. In the context of the small group setting, they may experience the thrill of inviting unchurched youth to commit their lives to Jesus. Certainly, they have the satisfaction of contributing to the spiritual growth of their students.