

## **Sunday School Superintendent Job Description**

1. Be in contact with the GARBC Regular Baptist Press
  - a. Learn from them and other sources the role of a Sunday School Superintendent
  - b. Become familiar with their Sunday School curriculum
  
2. Work with Diana Bell to keep and store accurate attendance records with every person accounted for and assigned a Sunday School class
  - \*Whether or not they attend Sunday School regularly, each member ought to know which class is theirs and each teacher ought to know who they can reach out to in order to grow their class
  
3. Work with the outreach ministry to contact new visitors in order to graft them into the Sunday School as soon as possible
  - \*years ago the Sunday School Department fed into worship hour. These days that role must be reversed
  
4. Hold the Sunday School teacher's meeting twice a year
  - a. Perhaps on Saturday morning so ample time is given
  - b. Discuss curriculum, discipline and outreach every time
  - c. Encourage the teachers (consider gifts or tokens of appreciation)
  
5. Encourage a Sunday school program once a year *e.g.* Christmas or Easter
  
6. Consider charting overall growth and individual class progress
  - \*consider preparing visual representations of the growth to display on the bulletin-board or in a report prior to services (PowerPoint)
  
7. Work with the pastors on selecting teachers and substitute teachers
  
8. Visit classes from time to time in order to offer encouragement and suggestions
  
9. Act as the eyes and ears of the undershepherds helping them to oversee the flock and what they are being fed taking special care that all curriculum is Biblical and all sheep are being fed
  - \*be submissive to the suggestions of the Pastors, recognizing that oversight is their responsibility
  
10. Pray for individual teachers and the success of their ministries in the Sunday School Department