

First Presbyterian Church of Petaluma
Position Description

Title: **Director of Children’s Sunday School**

Purpose: To work with the Children’s Christian Education Commission in planning for, developing, and supervising the Children’s Sunday School program.

Accountability: The Director of Children’s Sunday School is accountable to the Pastor as Head of Staff and responsible to the Session through the Student Ministries Commission and Personnel Commission.

Responsibilities:

- Research and develop Children’s Sunday School (Age 3 – 6th grade) to provide a vibrant opportunity for learning and practicing the teaching of Jesus Christ.
- Recruit, train and support teachers and volunteers for children's Sunday School classes during both worship hours.
- Supervise the Sunday School Assistant.
- Attend and participate in staff meetings, monthly.
- Attend and provide resources for the Children's Christian Education Team meetings (about monthly).
- Other responsibilities as directed by the Pastor.

Qualifications:

A qualified candidate will demonstrate Christian faith and maturity. As a leader in the church, the Director of Children’s Sunday School is expected to support the vision and goals of the church, and live by the Biblical standards for church leaders. The Director of Children’s Sunday School will possess a strong Christian background with experience and /or education in children’s education. S/he will have the ability to work with both children and adult volunteers. S/he will possess good organizational skills with the ability to prioritize the work and the ability to provide leadership. The Director of Children’s Sunday School will demonstrate a commitment to continued education and growth.

Terms: Part Time Position – 10 Hours/Week, including Sundays
The annual salary will be established by the Session upon recommendation of the Personnel Committee. Leaves, vacations, Holidays are subject to the provisions in the Personnel Policies of First Presbyterian Church of Petaluma.

Evaluation:

Performance reviews will be conducted annually by the Pastor as Head of Staff in coordination with the session Personnel Committee. The session Personnel Committee will annually review the adequacy of compensation.