

POSITION DESCRIPTION			
Children's Sunday School Coordinator (K-5)			
Epworth United Methodist Church			
Direct Report to:	Senior Pastor	Effective:	8/1/25
Indirect Report to:	Staff Parish Relations Committee (SPRC)	Revised:	8/1/25
		Status:	Part-time
		FSLA:	Non-Exempt, Hourly
		Shift:	Sundays from 8:00 AM to 12:00 PM, additional scheduled hours during the week

POSITION SUMMARY:

The Children's Sunday School Coordinator is responsible for leading and coordinating the Sunday School program for children K-5 grades at Epworth United Methodist Church. This role involves teaching, recruiting, training, and supervising a team of volunteers to ensure a safe, welcoming, and spiritually enriching environment for children. The coordinator will work closely with church staff and volunteers to plan and implement engaging and age-appropriate Sunday School lessons and activities.

SECTION I

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Plan, organize, and teach Sunday School lessons and activities that align with Epworth United Methodist values and teachings.
- Recruit, train, and support volunteer teachers and helpers for the Sunday School program.
- Provide ongoing support and feedback to volunteers.
- Ensure a safe and nurturing environment for children.
- Ensure 100% compliance with Epworth's Safe Sanctuary Policies and Procedures, including background checks for all volunteers.
- Conduct regular safety drills and reviews to maintain a secure environment for children.
- Conduct quarterly training sessions for volunteers to ensure they are well-prepared and confident in their roles.
- Communicate regularly with parents and caregivers to keep them informed about the Sunday School program and upcoming events.
- Collaborate with church staff and other ministry leaders to integrate children's ministry into the overall life of the congregation.
- Maintain accurate records of attendance, volunteer schedules, and curriculum materials.

- Coordinate special events and activities for children, such as holiday programs, service projects, and family events.
- Provide quarterly reports to the Senior Pastor on program progress, volunteer engagement, and any challenges faced.

SECTION II

CORE COMPETENCIES REQUIRED:

- **Leadership and Management Skills:** Ability to lead and manage a team of volunteers and teachers, ensuring that the Sunday school program runs smoothly and effectively.
- **Communication Skills:** Strong verbal and written communication skills to interact with children, parents, and church staff.
- **Organizational Skills:** Ability to plan, organize, and execute Sunday school activities and events.
- **Teaching and Curriculum Development:** Experience in developing and implementing age-appropriate curriculum and teaching methods.
- **Interpersonal Skills:** Ability to build positive relationships with children, parents, and volunteers.
- **Creativity and Innovation:** Ability to create engaging and interactive lessons and activities for children.
- **Knowledge of Child Development:** Understanding of the developmental stages and needs of children.
- **Commitment to Faith and Values:** Strong commitment to the faith and values of the church, and the ability to impart these to the children.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by responding with constancy of purpose; is seen by others as trustworthy and authentic.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence; responds to situations with consistency and reliability.

MINIMUM QUALIFICATIONS:

- The desire to serve the Lord through building of faith foundations for future generations at Epworth United Methodist Church. A clear testimony of faith and a vital, personal, and growing relationship with Christian beliefs evidenced by attitude and behavior.
- The gifts and graces required for this type of ministry include teaching, leadership, interpersonal and organizational skills.
- Strong work ethic and commitment to excellence.
- Proficient typing/keyboarding, computer skills word processing, and data entry.
- Proficiency in Microsoft Office programs; database management; Internet; and other computer-based applications/programs

- Ability to adapt to growth, change, and innovation.
- Ability to create positive working relationships with a diverse group of people.
- Ability to develop and maintain cooperative, healthy, and motivating relationships with the leadership team, colleagues, and volunteers.
- Work experience in a church or non-profit preferred.
- Preferably bachelor's degree in one of the following: Christian Education, Early Childhood or Elementary Education, Theology or Ministry, Social Work or Psychology (with relevant experience)
- Experience Requirements: 2–3 years of experience in one or more of the following: teaching or leading children's ministry, curriculum planning and volunteer coordination, working with children in educational or faith-based settings, familiarity with curriculum models like Orange Curriculum is often preferred.

SECTION III

A successful background check will be required as a condition of employment.

This position description is subject to annual review and revision according to the needs and the ministries of the church. Any changes to this position description must be approved by the Senior Pastor and the Epworth Staff/Parish Relations Committee and formally incorporated into this position description.

Send resume and three professional references to:

Epworth United Methodist Church
 Attn: Hiring Manager
 4855 West Central Ave.
 Toledo, OH 43615
 Email: Info@epworth.com