Job Descriptions for Sunday School Leaders

The following job descriptions, requirements, and tasks are designed to grow both the leaders and students personal relationship with our Lord, Jesus Christ our Savior.

Authored by the 2009 – 2010 Sunday School Department Directors.

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References and sources from The Southern Baptist Convention and Life Way


Ephesians 4:11-12 (New International Version)

“11 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, 12 to prepare God’s people for works of service, so that the body of Christ may be built up.

2 Timothy 3:14-17

14 But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, 15 and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. 16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the man of God may be thoroughly equipped for every good work.

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Common Pre-Requisites of all Sunday School Leaders

1. Must be a member of Oakdale Baptist Church at least six months and conduct him / herself in a lifestyle reflecting the highest Christian ethics.
2. Must be willing to work cooperatively under the supervision of both church staff and the director of the particular ministry.
3. Must be at least 18 years old.
4. Participates in prospect discovery, outreach activities, witnessing and ministry.
5. Ministers to Sunday School participants and their families.
6. Participates in leader training events.
7. Participates in both corporate and personal worship.
8. Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
Sunday School Director Job Description

The Sunday School director serves as the general administrative leader of Oakdale Baptist Church Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. He leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's state objectives. The planning team consists of, but may not be limited to each Sunday School Department Director.

As the Sunday School ministry expands in size and scope, additional leaders may be needed or desired to deal with specific responsibilities that are assigned to the Sunday School director. For example, a church may need an assistant Sunday School director or a Bible projects director. These persons may become members of the Sunday School Planning Team and would be responsible to the Sunday School director.

Major Responsibilities of the Sunday School Director

1. Lead in developing an effective organization that facilitates spiritual transformation.
2. Lead in planning and administering the total work of the department.
3. Lead in efforts to call participants into service and in enlisting and developing new leaders.
4. Meet regularly with teachers for prayer, planning and making assignments related to evangelism and outreach, fellowship, ministry and Bible teaching.
5. Communicate goals and actions to leaders and participants and evaluate progress.
6. Serve as a greeter/host for the department.
7. Serve as the lead teacher for the department, directing the overall teaching-learning experience and teaching during parts of the session that will involve all participants and teachers together.
8. Evaluate needs related to space, budget, Bible study curriculum, supplies and other resources; and recommend actions related to needs.
9. Maintain attendance records and other participant information that strengthens the department's pursuit of the overall objectives of Sunday School.
10. Acts as a Substitute Teacher as needed.
11. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.
Sunday School Outreach-Evangelism Director Job Description

**Summary:**
The outreach-evangelism director provides overall direction and leadership toward involving unreached people in Sunday School classes and departments. This person gives essential leaders to keeping the focus on evangelism. The Sunday School director assumes this role in churches without an outreach-evangelism director.

**Major Responsibilities**

1. Meet regularly with the Sunday School Planning Team.
2. Assist in discovering, enlisting, and training age-group division outreach-evangelism directors and outreach-evangelism leaders for Student and adult departments and classes.
3. Promote outreach and evangelism objectives with other leaders and members.
4. Guide all actions for outreach evangelism through Sunday School ministry, and coordinate those efforts with other church outreach and evangelism efforts.
5. Lead in keeping the focus on evangelism.
6. Ensure that accurate records are kept so that contacts with visitors and prospects can be effectively maintained and Sunday School classes and departments can effectively work to meet needs.
7. Lead in evaluating outreach and evangelism efforts made through the Sunday School ministry.
8. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.
Sunday School Preschool Department Director Job Description

1. The department director is responsible for planning, conducting and evaluating the work of the department.
2. Greets preschoolers and their parents at the door as they arrive whenever possible.
3. Enlist and assists in training teachers and substitutes for the department.
5. Makes sure each teacher has Sunday School teaching materials.
6. Promote outreach and evangelism objectives with other leaders and members.
7. Provides a notebook for information sheets in each preschool class.
8. Reports to the Sunday School Area no later than 9:30 AM.
9. Meets with teachers quarterly to ensure proper literature selections and quantities are given to the Sunday School Director.
10. Advises the Sunday School Director on literature needed.
11. Represents department on Church council as needed.
12. Records Teacher Attendance.
13. Provide teacher substitutions to ensure all classes are properly staffed, substituting if needed.
14. Visits, contacts and ministers to preschoolers and their families as needed.
15. Reports to Sunday School Director any needs or escalations.

Sunday School Preschool Teacher Job Description

1. The preschool teacher is key to learning for the preschooler.
2. Obtains teaching materials and supplies prior to a session.
3. Plans and prepares in advance for individual and small group Bible-learning experiences.
4. Ensures preschooler / parent is given Sunday School handout each Sunday.
5. Completes information sheet on each child who attends the Sunday School class.
6. Maintains a notebook with the information sheets on each child.
7. Visits, contacts and ministers to preschoolers and their families.
8. Encourages older preschoolers to participate in church wide mission opportunities.
9. Ensures security beeper is given to parent if appropriate.
10. Provide parents with teacher contact information.
11. Reports to the Sunday School Area no later than 9:30 AM.
12. Provide Preschool Director at least one day, if possible one week notice of substitution needs.
13. Maintains class roll.
14. Diapers must be changed by women.
15. Women will assist preschoolers with bathroom needs.
16. Preschooler must be accompanied by a female teacher or assistant while outside of the classroom, including bathroom, water, playtime, etc.
17. Notifies the Preschool Department Sunday School Director of any needs or concerns.
Sunday School Children's Department Director Job Description

1. Leads teachers in all work of department including planning and evaluating.
2. Guides the large-group activities on Sunday morning.
4. Determines training needs for teachers.
5. Promote outreach and evangelism objectives with other leaders and members.
6. On a quarterly basis, meet with teachers to ensure proper literature selections are offered. Advise Sunday School Director on materials needs.
7. Records Teacher attendance.
8. Represents department on Church council as needed.
9. Provide teacher substitutions to ensure all classes are properly staffed, substituting if needed.
10. Report to Sunday School area of ministry no later than 9:30am
11. Participate in each Children’s Sunday School quarterly mission focused activity with children and their families that support Oakdale Baptist Church’s mission goals.
12. Reports to Sunday School Director for any needs or escalations.

Sunday School Children Teacher Job Description

1. Teaches a small group of children during Bible-study time.
2. Reaches out to find and enroll children who are not participating in Sunday School.
3. Contacts absentees weekly and all children in assigned groups regularly.
4. Is available to minister to assigned children and their families.
5. Witnesses to children and their families.
6. Schedule a quarterly mission focused activity with children and their families that support Oakdale Baptist Church’s mission goals.
7. Participates in regular planning.
8. Provide at least one day, preferably one week advanced notice of substitution needs to the Sunday School Children’s Department Director.
9. Report to Sunday School area of ministry no later than 9:30am
10. Provides children with information learned from Sunday School on a weekly basis.
11. Provide parents with Teacher contact information.
12. Reports to Children’s Sunday School Director for any needs or escalations.
Sunday School Student Department Director Job Description

1. Leads teachers in all work of department including planning and evaluating.
2. Encourages Student and Leaders to develop personal quiet times and participate in corporate worship.
4. Determines training needs for teachers.
5. Promote outreach and evangelism objectives with other leaders and members.
6. On a quarterly basis, meet with teachers to ensure proper literature and supplies are offered. Advise Sunday School Director on materials needs.
7. Records Teacher weekly attendance, submit to church office.
8. Represents department on Church council as needed.
9. Provide teacher substitutions to ensure all classes are properly staffed, substituting if needed.
10. Report to Sunday School area of ministry no later than 9:30am.
11. Participate in each Student Sunday School quarterly mission focused activity with Student that support Oakdale Baptist Church’s mission goals.
12. Reports to Sunday School Director for any needs or escalations.

Sunday School Student Teacher Job Description

1. Teaches a small group of Student during Bible-study time.
2. Reaches out to find and enroll Student who need to be in Sunday School.
3. Contacts absentees weekly and all Student in assigned groups regularly.
4. Is available to minister to assigned Student and their families.
5. Verbally witness to Student and their families that are not members of the church.
6. Schedule a quarterly mission focused activity with Student and their families that support Oakdale Baptist Church’s mission goals.
7. Participates in regular planning.
8. Provide at least one day, preferably one week advanced notice of substitution needs to the Sunday School Student Department Director.
9. Report to Sunday School area of ministry no later than 9:30am.
10. Encourage Student to share with Parents information learned from Sunday School on a weekly basis.
11. Provide parents with Teacher contact information.
12. Reports to Student Sunday School Director for any needs or escalations.
Sunday School Adult Department Director Job Description

1. Leads teachers in all work of department including planning and evaluating.
2. Encourages adults and leaders to develop personal relationships and opportunity to mentor younger Christians.
3. Encourage adults to participate in corporate worship.
5. Determines training needs for teachers.
6. Promote outreach and evangelism objectives with other leaders and members.
7. On a quarterly basis, meet with teachers to ensure proper literature and supplies are offered. Advise Sunday School Director on materials needs.
8. Records Teacher weekly attendance, submit to church office.
9. Represents department on Church council.
10. Act as substitute, after the teacher has already contacted all available substitutes.
11. Report to Sunday School area of ministry no later than 9:30am
12. Participate in each Adult Sunday School quarterly mission focused activity that supports Oakdale Baptist Church’s mission goals.
13. Reports to Sunday School Director for any needs or escalations.

Sunday School Adult Teacher Job Description

1. Teaches a small group of adults during Bible-study time.
2. Ensures that participants are class age or gender appropriate (when applicable per class curriculum and/or mission focus).
3. Reaches out to find and enroll adults who are not currently active participants in Sunday School.
4. Utilizes weekly visitor information as outreach opportunities.
5. Contacts absentees weekly and all adults in assigned groups regularly.
6. Is available to minister to assigned adults and their families.
7. Verbally witness to adults and their families that are not members of the church.
8. Schedule a quarterly mission focused activity with adults and their families that support Oakdale Baptist Church’s mission goals.
10. Provide at least one day, preferably one week advanced notice of substitution needs.
11. Report to Sunday School area of ministry no later than 9:30am
12. Provide contact information to participants.
13. Reports to Adult Sunday School Director for any needs or escalations.