

CONTRACT

SUNDAY SCHOOL SUPERINTENDANT

OBJECTIVE

To provide Christian leadership to Sunday School aged children under the direction of the Minister and/or Sub Committee

DURATION

Position duration September 2, 2008 – June, 2009 with a 3 month Probationary Period

WORKING HOURS

4 HOURS PER WEEK allowing for 2 hours preparation time and 2 hours Sunday mornings (some flexibility is possible).

Rate of Pay \$12.00 per hour (Probationary Period)
Increased to \$14.00 per hour following the Probationary Period)

KEY RESPONSIBILITIES

- To provide an effective Sunday School Program as set out by the Sub Committee.
- Be present at beginning of weekly worship.
- Recruit and organize volunteers to help with the Sunday School Program.

SPECIAL EVENTS

Seek opportunities, initiate ideas, plan and organize additional activities in consultation with the Sub Committee.

ADMINISTRATIVE

- Attend Christian Education meetings prepared to report on Sunday School activities.
- Maintain a database of children within the congregation with details of gender, ages, birthday and parents/grandparent identification.
- Provide Secretary with timely notices for inclusion in the service bulletin.
- Design and disseminate flyers and/or notices for children and their parents regarding Sunday School activities.
- Facilitate occasional inclusion of children into the regular Sunday service, eg., a song, drama, story. This will be done in collaboration with the Minister.

ACCOUNTABILITY

To be accountable to the Sub Committee of Official Board.

WORKING CONDITIONS

- Must provide own transportation.
- Shared Office space available in the lower Church office.
- Use of office equipment and supplies as required.
- Mileage will not be paid for travel to and from your place of employment.
- Police Check required.