

Sunday School Coordinator Role Description

Direct Report - You are directly responsible to Grace Church Buderim Session.

As a Sunday School Coordinator, you are responsible for:

- The diligent and prayerful lesson preparation ahead of time;
- Effective teaching of the lesson from the curriculum and based on the Bible;
- Adherence to Grace Church Buderim's practices, including your Code of Conduct;
- Participation as one of a team of teachers;
- Contributing to activities that support the whole Sunday School programme;
- Providing appropriate feedback to your Direct Report.

Other expectations

It is also expected that you will:

- Be growing as a disciple of Jesus Christ;
- Be a member and regularly attending Grace Church Buderim;
- Pray for the children in your class;
- Encourage and care for the children in your class;
- Participate in all training required for your role.

Safety Requirements

In order to develop and maintain a safe Sunday School environment, you must:

- Supply to the church a current Working with Children Check approval;
- Maintain current SafeChurch training
- Teach your class in a location from which it is possible to be observed by at least one other person in a position of authority;
- Return a child to the care of their parent/caregiver in the event of suspected health concern, physical or emotional distress;
- Under all circumstances, avoid being alone with a child;
- Always ensure a primary-school child is accompanied to the toilet by their parent/caregiver;
- Always ensure a secondary-school child is accompanied to the toilet by a child of the same gender, or their parent/caregiver;
- Report damaged property or equipment that poses a risk to children and teachers.

I have read, and agree to abide by, this Role Description.

Name: _____

Signed: _____ Date: ____/____/____