



**The Redemption Church**  
**Sunday School Coordinator**  
**Part-Time (1/4 time)**

**Job Description**

**General**

- Create a grace filled, enthusiastic learning environment
- Serve as a welcoming presence for regular and new parents and their children
- Work with Lisle/City Sunday School Director to form practical strategies

**Administration and Communication**

- Schedule Sunday volunteers each quarter
- Print/distribute lessons, notes, plans to adult teachers as needed
- Communicate with parents weekly regarding lesson/activities, songs, etc.
- Serve as communication “hub” between Pastor, Executive Director, parents, and members
- Maintain and re-order basic teacher/lesson-related supplies; maintain class rosters
- Review and implement child protection policies/practices

**Supervision and Training**

- Provide oversight of all class teachers/assistants
- Select and implement curriculum, under supervision of pastor, with input from parents/teachers
- Create systems for traffic/flow, ensuring that ministry space is safe, organized, effective; direct volunteers in setting up of rooms
- Prepare/teach lesson as a substitute when needed
- Lead adult training/equipping meetings; routinely encourage teachers and volunteers

**Parents/Family Liaison**

- Develop supportive, collaborative relationships with parents of children
- Coordinate with parents when parent support, child development, and discipline needs arise

**Special Events**

- Plan special worship opportunities for children in main service
- Plan and implement childcare/activities for special events (e.g. retreat, membership meeting, special services, etc.)

**Supervisor:** Senior Pastor

Please submit a resume to [openings@theredemptionchurch.com](mailto:openings@theredemptionchurch.com).