**Sample Job Description**

**Sunday School Director**

Basic Role

The Sunday School director serves as the general administrative leader of a church's 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 stated objectives.

As your 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 (such as VBS director or January Bible Study director). These persons may become members of the Sunday School Planning Team and would be responsible to the Sunday School director.

Major Responsibilities

* Meet regularly with the Sunday School Planning Team.
* Communicate goals and actions to leaders and participants and evaluate progress.
* Lead in developing an effective organization that facilitates spiritual transformation.
* Lead in efforts to call participants into service and m enlisting and developing new leaders.
* Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and recommend needed actions.
* Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.

From Taylor, B., and Hanks, L. B. (1999). *Sunday School for a New Century*. Nashville, TN: LifeWay Press.