

**Trinity Lutheran Church
Clarks Summit , PA**

Education Ministry Team

Sunday Church School Sub-Committee Meeting: Thursday, February 22, 2007

Present: Shirley Buntrock, Carole Hamersly, Jan Huylo, Heather Kline, Kathy Mathews, Pastor Mathews, Dee Smith, and Dick Yost.

Reason for meeting: To organize and outline superintendent and evaluate where things are going and where they should be headed.

Dick brought up issue of grade 5 and 6 singing --- students don't like it. Shirley indicated that she has spoken to students and parents of her students and many do not like the singing. If these students don't sing, how can 5th and 6th graders get into services other than singing?

Ushers, lectors:

Can grade 5 and 6 join adult and grades 7 and 8 in 15 minutes of fellowship, start at 9:15. Then younger grades can sing at 9:00. Changes in singing will be implemented this weekend.

Work sheet for superintendent position:

Outline indicates things that were implemented since Keller's were in that role.

The committee will evaluate points on worksheet and see what applies to superintendent and what areas apply to education ministry team committees and task-forces or what might be omitted completely.

Superintendent would oversee that all aspects are taken care of, but there are things that other committees or parents, or whomever would implement.

Pastor indicated that any expenses incurred by teacher should be accounted for either by reimbursement or by being applied towards teacher's offering. Teachers could be reimbursed by check and return it as offering if they wish it to be applied to their offering (or receipts are acceptable). Pastor would like this as a priority so as to be able to manage the budget and know what the program really costs.

Potential for a Sunday School newsletter that would keep parents informed about what is going on and teachers could report to superintendent what they are doing.

Worksheet was ironed out. *(attached summary of responsibilities for the position of Sunday School Superintendent that needs to be converted into a job description format)*

Curriculum discussed and will be pursued.

Ideas discussed for opportunities for "older than high school" education.

Meeting adjourned at 9:10 with the Lord's Prayer.

Carole Hamersly

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Sunday School Superintendent Responsibilities

Determine if and how Sunday school classes will be group divided

Determine the locations for each class

Recruit primary teachers for each grade

Recruit class helpers as necessary

Recruit substitute teachers for each grade

Recruit volunteers to teach and assist with classes

Prepare and update class rosters and provide them to the staff

Order curriculum materials for the beginning of the school year

Determine curriculum in consultation with Sunday school sub committee.

Order additional curriculum materials as necessary throughout the school year

Inventory supplies and replace as necessary (*including crayons, markers, paper, scissors, glue and tape*)

Arrange for weekly attendance sheets to be distributed, collected and recorded.

Arrange for the Sunday school offering to be collected, counted and recorded weekly.

Implement an Attendance Incentive Award Program (*donuts, Banner, gifts, etc.*)

Provide for a monthly special opening program

Plans and coordinates all special activities throughout the school year

Recruit persons to direct and implement the Christmas pageant for the 7:30 PM Christmas Eve service

Plan an annual Sunday School open house for parents

Coordinate special music programs including the Sunday morning rehearsal schedule

Plan and coordinate any community service projects

Recognize in appropriate ways the contributions of the members of the Sunday school staff

Arrange for periodic staff training

Calls and chairs regular Sunday School Sub-Committee meetings of the Education Ministry Team

Prepare the annual budget for the Sunday School

Monitor the ongoing expenses of the Sunday School in relation to the annual budget

Make sure that teachers and staff are financially reimbursed in a timely fashion for any out-of-pocket expenses

Establish and maintain regular communication with parents of children in the Sunday School
Prior to the beginning of the school year, establish the annual Sunday School calendar.

Plan and oversee any specific “all-school teaching goals” for year, i.e., focus of attention (*Lord’s Prayer, Apostle’s Creed, Ten Commandments, etc.*)

Communicate to the sexton, the set-up and any other physical preparation needs of the Sunday Church School

Assume responsibility for offering envelope maintenance

Plan staff Christmas party

Maintain a Sunday school phone list

Maintain a Sunday school e-mail list

Develop a plan for addressing class cancellations in the event of snow or other emergencies such as television notification

Welcome new children to the Sunday School and make sure the child is comfortable and answer any of the parents’ questions

Enlist non-participating child members of the congregation for the Sunday School

Plan special activities for the worship service at the close of the Sunday Church School year including attendance recognition and staff recognition.

Prepare annual Congregation Report for Sunday Church School

Conduct an intensive review of all aspects of the Sunday school program at the end of the school year

Cradle role prepared and forwarded to superintendent for welcome of three year olds to Sunday school

Sunday School Sub-Committee Responsibilities

Education Ministry Team Responsibilities Relative to the Sunday School Program

Prepare the annual budget for the Sunday School

Make sure that teachers and staff are financially reimbursed in a timely fashion for any out-of-pocket expenses

YOUTH GROUP

Plan Easter Egg Hunt (set—up, food, games, awards, clean—up, etc.)

OTHER TEAMS

Manage a program for the children of the Sunday School to send get-well cards to sick and shut-ins of congregation follow up with “super”

Coordinate Confirmation Day reception with parents of 7th grade students FELLOWSHIP

Other Considerations:

- Make organization a priority
- Keep spirits high
- Face challenges with a smile
- Support Sunday Church School staff
- Be a friend to the children
- Always look for new ideas
- See that everything runs smoothly and answer questions as you can
- Be aware of Confirmation Class schedule
- Be aware of First Communion instruction schedule
- Make children aware of Lenten season