



Job Description for Church School Ministry Staff

Reporting supervisor: Sunday School Superintendent

2nd Appraiser: PIC

Duties & Responsibilities:

Key Result Areas (KRAs)

- 1) Support Sunday School by providing direction and coordination, including integration with DisciplePath;
- 2) Review curriculum yearly and initiate the development of new curriculum (if required). Develop lesson plans and resources for relevant age groups as required (18 months to 12 years old);
- 3) Training of teachers;
- 4) Teaching in Sunday School and other relevant groups;
- 5) Transitioning graduating children to JXS (Youth Ministry) in their Christian growth;
- 6) Plan and coordinate outreach events;
- 7) Pastoral care for the Sunday School children and teachers.
- 8) Plan ministry retreats for the Sunday School teachers and core team members
- 9) Plan parenting courses for parents with children aged 18 months to 12 years old.

The Sunday School Ministry Staff will work with the following persons:

- 1) PIC and any other pastor tasked to oversee Sunday School
- 2) Sunday School Superintendent in supporting the Sunday School programmes
- 3) Sunday School teachers.

**Other Committees and Involvement**

Member of LCEC – attend all LCEC and LC meetings, submit reports as required

Church Camp/ related Ministry Retreats, etc.

Conference level involvement (as and when required by PIC and LCEC).

Personal Development

Dialogue with PIC and Sunday School superintendent for feedback and to review progress of work

Identify areas for personal development either in current ministry or future areas of responsibilities

Build competencies and capabilities through attending training, reading, reflection, OJT, mentoring etc.

Any other duties assigned by the PIC and LCEC according to exigencies of service.

We invite interested applicants to email their detailed resume to office@charismc.org.sg or send information by post to:

Church Manager

Charis Methodist Church

91 Koon Seng Road

Singapore 427032