



Pilgrim

United Church of Christ

PILGRIM UNITED CHURCH OF CHRIST

535 Stow Street, Fond du Lac, WI 54935

Job Description – Sunday School Coordinator

Pilgrim UCC info: www.pilgrimuccfdl.org

Pilgrim United Church of Christ is a welcoming faith community, growing in love for God and neighbor, with Jesus as our model for how to live and love others. No matter who you are or where you are on life's journey, we believe you are a precious Child of God, regardless of ability, age, ethnicity, gender, race, sexual orientation, gender expression or socio-economic status, and we welcome you with open hearts and minds.

Pilgrim UCC has voted as a congregation to emphasize the following ministries. Staff members should be familiar with and help promote these ministries in their work:

- *Open and Affirming ([ONA](#)) – LGBT and Queer affirming*
- *Creation Justice ([Green Team](#)) – Environmental theology and justice, sustainability*
- *Welcoming, Inclusive, Supportive, and Engaged ([WISE](#)) – Mental health and wellbeing*

Position Title: Sunday School Coordinator (paid hourly 8-12 hours/week)

Purpose of Position: The Sunday School Coordinator is responsible for planning and organizing a Sunday School Program for Pilgrim United Church of Christ. The Sunday School Coordinator reports to the church pastor and reports activities to the Christian Education Ministry monthly at regularly scheduled meetings.

Qualifications:

- Excellent verbal and written communication – able to clearly express ideas in individual and group situations.
- Must possess leadership skills – able to build and support a strong team of volunteer teachers and shepherds.
- Personal Effectiveness – Serves as a role model of core values and beliefs for children and youth, respected by peers as highly credible and trustworthy.
- High School diploma or equivalent.

Job Responsibilities:

Lead

1. Choose a curriculum for the Sunday School Program in conjunction with the Christian Education Ministry and the Pastor.
2. Lead Christian Education Ministry meetings
3. Recruit and educate teachers and shepherds. (Shepherd is a second adult in classroom to assist with children).
 - a. Conduct an orientation meeting at the beginning of the Sunday School year
 - b. Orient teachers to curriculum
 - c. Ensure that each teacher/shepherd knows the learning expectation of each age group.
 - d. Conduct end of the year review with teachers/shepherds to evaluate program needs and curriculum adjustments.
4. Conduct Opening Worship each Sunday using appropriate visual aids, songs, special guests and supplemental materials as needed. (Approximately 15 min.)
 - a. Offering- collect and submit to church financial secretary
 - b. Birthday recognition
 - c. Announcements
5. Provide written and oral communication to parents, children, youth and members of the congregation regarding announcements, invitations and Safe Church policies

Resource

1. Act as a resource person for teachers/shepherds:
 - a. Check in on class rooms
 - b. Keep classrooms stocked with supplies.
 - c. Provide educational materials as needed.
2. Relay pastoral needs of the students to the Pastor
3. Act as a liaison for the Safe Church Committee.
 - a. Complete background checks on volunteers involved with Sunday School children and youth
 - b. Ensure that Safe Church Policy is followed.
4. Submit monthly Quill (monthly church newsletter) reports

Collaborate

1. Lead Christian Education Ministry Members
 - a. Coordinate Events with CE Ministry
 - i. Intergenerational Family Fun Nights
 - ii. Christmas Programs
 - iii. Recognition Sunday
 - iv. Family Orientation
 - v. Room set up for SS & Intergenerational Events
 - vi. Rally Day/Kick Off Sunday
2. Attend Safe Church meetings.
3. Collaborate with Pastor and Church Council as needed.

Accountability: This position reports to the Pastor as their immediate supervisor while working in tandem with both the Christian Education Committee and the Pastor. The Personnel Committee works with the Pastor to provide oversight for this position. The Personnel Committee is responsible for completing and annual performance evaluation.

It is the recommendation of the Personnel Committee that the Sunday School Coordinator does not serve on the Church Council as an appointed or elected representative. When appropriate church employees may collaborate with the Church Council in meetings where they have been granted voice but no vote.

Sunday School Coordinator: _____ Date: _____

Church Council Vice President: _____ Date: _____

Revised September 2026