

IMMANUEL LUTHERAN CHURCH OF OSMAN

The Lutheran Church Missouri Synod

CONGREGATION OFFICER JOB DESCRIPTION

ARTICLE II – OFFICERS AND COMMITTEES AND OFFICIAL MEETINGS

An Assistant Superintendent of the Sunday School shall be elected every year and automatically become Sunday School Superintendent the following year.

THE SUNDAY SCHOOL SUPERINTENDENT with his/her Assistant is to supervise the work of the Sunday School, to conduct the Sunday School services, and to render a yearly report at the Annual Congregational meeting

POSITION: SUNDAY SCHOOL SUPERINTENDENT

ACCOUNTABLE TO: CHURCH COUNCIL / CONGREGATION

PURPOSE: To guide the congregation's ongoing religious education efforts for all members, child and adult, as well as for prospective members.

DUTIES AND RESPONSIBILITIES:

1. Has the responsibility for the growth of the congregation's ongoing religious education activities and makes recommendations for improvement.
2. Establish all policies, subject to review of the church council, for all educational activities of the congregation.
3. Work with pastors and various committees.
4. Make regular reports to the Church Council and Congregation with the status of on going programs and recommendations for improvement of the congregation's religious educational activities.

5. Provide oversight for the following committees and their ministries:

- Sunday School
- Vacation Bible school
- Adult Education
- Christmas Program

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS: