

# **JOB DESCRIPTIONS**

**CHRISTIAN EDUCATION COMMISSION**

**CHRISTIAN EDUCATION COMMISSION**  
**Revised 2015**

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**CHRISTIAN EDUCATION COMMISSION  
CHRISTIAN EDUCATION DIRECTOR**

I. Function

The function of the Christian Education Commission is to monitor and oversee the Christian Education program of the church with the primary purpose of equipping children, youth and adults for Christian discipleship and ministry.

II. Organizational Relationships

A. Members of the Christian Education Commission are the following:

1. Commission Director
2. Associate Pastor
3. Christian Education Commission
  - a. Adult Department Superintendent
  - b. Youth Department Superintendent
  - c. Junior-Intermediate Department Superintendent
  - d. Primary Department Superintendent
  - e. Junior Youth Fellowship/Mennonite Youth Fellowship Sponsors
  - f. Bible Memory Director and Assistants
  - g. Vacation Bible School Committee
  - h. Bible Quiz Coordinator
  - i. Library Committee
  - j. Sunday School Recording Secretary
  - k. Church Historian
  - l. Supplies Coordinator

Members serve the length of their position's term

B. Commission Director

1. Appointed by the Gifts Discernment Committee for a term of two years
2. Chair the Christian Education Committee
3. Member of the Church Council and the Stewardship Committee
4. Member of Oak Grove and responsible to the Church Council

III. Responsibilities

A. Director

1. Represent the Commission on the Church Council and the Stewardship Committee
2. Attend Church Council and Stewardship Committee meetings
3. Present a monthly report to the Church Council
4. Review job descriptions with all commission members, and present any revision requests to the Church Council
5. Approve payment vouchers from any commission member and give to the treasurer for payment
6. Present the Commission budget to the Stewardship Committee
7. Prepare a report for the annual business meeting

IV. Authority

- A. Carry out the above responsibilities
- B. Give suggestions and/or direction to all commission areas

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Commitment to the importance of Christian education and learning in the life of all church members
- C. Willing to read, sign and follow the Child and Youth Protection Policy

1994 - First printed job description Revised 2000, 2002, 2006, 2008, 2012, 2013

## CHRISTIAN EDUCATION COMMITTEE

### I. Job Function

The function of the Christian Education Committee is to coordinate the Christian education programs of the church.

### II. Organizational Relationships

A. The committee consists of the following persons

1. Commission Director
2. Associate Pastor
  3. An Elder
  4. Adult Sunday School Superintendent
  5. Youth Department Superintendent
  6. Junior-Intermediate Department Superintendent
  7. Primary Department Superintendent
  8. Bible Memory Committee Representative
  9. Bible School Committee Representative
  10. Junior Youth Fellowship (JYF) and Mennonite Youth Fellowship (MYF) representative.
  11. Bible Quiz Coordinator

B. Responsible to the Christian Education Commission Director

### III. Responsibilities

A. Director

1. Prepare agenda for committee meetings
2. Oversee and coordinate all programs and plans of the committee
3. Keep congregation informed of Christian Education activities
4. Order Sunday school materials and supplies
5. Submit a report for the annual business meeting
6. Submit an annual budget to the Stewardship Committee

B. The Committee

1. Appoint the Supplies Coordinator
3. Coordinate all the different departments related to education
4. Share visions and concerns of various church education programs
5. Plan as needed teacher training
6. Help to plan special events
7. Promote, coordinate and arrange camp for all youth who qualify for camp fee reimbursement.
8. Inform church treasurer and arrange with parents for youth to attend camp
9. Submit payment vouchers to commission director

### IV. Authority

- A. Carry out the above responsibilities
- B. Approve curriculum materials
- C. Deal with conflicts between departments and/or individuals

### V. Qualification

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Deep interest in the nurture and spiritual growth of children, youth and adults
- C. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description

Revised - 1994, 2000, 2006, 2008, 2012, 2013, 2015

## ADULT DEPARTMENT SUPERINTENDENT

### I. Job Function

The function of the Adult Department Superintendent is to provide the organizational leadership necessary for the effective advancement of the adult Sunday school.

### II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of two years
- B. Member of the Christian Education Committee
- C. Responsible to the Christian Education Commission Director

### III. Responsibilities

- A. Obtain teachers for adult classes and assist in other areas as needed
- B. Give order for Sunday school materials to the church secretary as requested
- C. Keep contact with teachers
- D. Consult with other superintendents, pastors and Christian Education Commission Director when canceling Sunday school may be advisable
- E. Consult teachers and the Christian Education Director before making curriculum changes
- F. Submit payment vouchers to commission director

### IV. Authority

Carry out above responsibilities.

### V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Member of Oak Grove
- C. Interest in the spiritual development of adults
- D. Ability to organize and to be a leader
- E. Ability to relate well with others
- F. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description

Revised - 1994, 2000, 2008, 2012, 2013

## YOUTH DEPARTMENT SUPERINTENDENT

### I. Job Function

The function of the Youth Department Superintendent is to provide organizational leadership necessary for the Christian education of Sunday school youths in grades 9 through 12.

### II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of one year
- B. Responsible to the Christian Education Commission Director
- C. Member of the Christian Education Committee

### III. Responsibilities

- A. Obtain teachers
- B. Provide leadership in department activities
- C. Give order for materials to the church secretary
- D. Keep contact with teachers
- E. Consult with Christian Education Committee about curriculum changes
- F. Submit payment vouchers to commission director

### IV. Authority

Carry out above responsibilities

### V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. A member of Oak Grove
- C. Interest in youth and their spiritual development
- D. Ability to organize and to be a leader
- E. Ability to relate to young people
- F. Knowledge of teaching methods that work with youth
- G. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description

Revised - 1994, 2000, 2008, 2012, 2013

## **JUNIOR-INTERMEDIATE DEPARTMENT SUPERINTENDENT**

I. Job Function

The function of the Junior-Intermediate Department Superintendent is to provide the organizational leadership necessary for the Christian education of Sunday school children in grades five through eight.

II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of one year
- B. Responsible to the Christian Education Commission Director
- C. Member of the Christian Education Committee

III. Responsibilities

- A. Obtain teachers for grades 5, 6, 7 and 8
- B. Give order for Sunday school material to the church secretary as requested
- C. Organize missionary project for the year, if so desired
- D. Organize social and service events
- E. May seek help for music from the Music Committee
- F. Keep contact with teachers
- G. Consult teachers when planning department projects or events
- H. Consult with teachers and the Christian Education Committee before making curriculum changes
- I. Submit payment vouchers to commission director

IV. Authority

Carry out above responsibilities

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. A member of Oak Grove
- D. Interest in children and their spiritual development
- E. Ability to organize and to be a leader
- F. Ability to relate well with children and adults
- G. Knowledge of teaching methods that work well with children.
- H. Willing to read, sign and follow the Child and Youth Protection Policy

1996 - First printed description

Revised - 1994, 2000, 2008, 2012, 2013

**PRIMARY DEPARTMENT SUPERINTENDENT  
ASSISTANT PRIMARY DEPARTMENT SUPERINTENDENT**

I. Job Function

The function of the Primary Department Superintendent is to provide organizational leadership necessary for the Christian education of Sunday school children, infant through grade four. The Assistant Primary Superintendent helps the superintendent to fulfill this job function.

II. Organizational Relationships

- A. Superintendents are appointed by the Gifts Discernment Committee for a term of one year.
- B. The superintendent is responsible to the Christian Education Commission Director, and the assistant is responsible to the superintendent.
- C. The superintendent is a member of the Christian Education Committee and attends meetings.

III. Responsibilities

- A. Obtain teachers and assistants
- B. Provide an opening on Sunday mornings
- C. Provide opportunity for music. May ask for help from the music committee.
- D. Assist in determining projects for the offerings
- E. Take attendance and count offering each Sunday
- F. Give order for materials and supplies to the Church Secretary, and see that materials are available to the primary classes
- G. Maintain a roster of children's names and birthdays, recognize birthdays and have separate birthday offerings
- H. Teach classes in emergency situations
- I. Consult teachers when planning department projects or events
- J. Consult with teachers and the Christian Education Committee before making curriculum changes
- K. Submit payment vouchers to commission director

IV. Authority

Carry out above responsibilities

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Superintendents shall be members of Oak Grove
- C. Interest in children and their spiritual development
- D. Ability to organize and to be a leader
- E. Ability to relate well with children and adults
- F. Knowledge of teaching methods that work well with children
- G. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description

1994 - Revised - 1994, 2000, 2008, 2012, 2013



**SPONSORS**  
**JUNIOR YOUTH FELLOWSHIP**  
**MENNONITE YOUTH FELLOWSHIP**

I. Job Function

The function of the JYF and MYF sponsors is to provide spiritual guidance and direction for the youth under our charge. During our time together, we will teach them what it means to love God and love our neighbors and help to build a foundation for their own faith. We want them to recognize that they are a vital part of a church community and are supported by it. We desire to serve as faith examples and people they can trust and with whom they can share faith and life.

II. Organizational Relationships

A. Four sponsors will be appointed each year for both MYF and JYF. Sponsors will agree to a term of one year with the option to renew each year. Discernment for sponsors will occur between the pastor(s) and current youth sponsors with approval of the Christian Education Commission Director. Additional persons may be appointed as desired.

B. Responsible to the associate pastor in consultation with the Christian Education Commission Director and lead pastor

III. Responsibilities

A. Care for the spiritual well-being of the youth in our congregation and community

B. Willingness to share and explore faith and life with the youth, whether in the group or individually

C. Give value to the youth a children of God

D. Participate in all youth meetings, mission trips, conventions and activities as often as possible

E. Use one's gifts to enhance the ministry, including, but not limited to, speaking, singing, praying, mentoring, leading games, supervising, food preparing, fundraising, teaching, etc. (Nobody is expected to do all of these thing. Sponsors plug in where they feel the most called.)

F. Attend monthly sponsor meetings as often as possible

G. Select a representative from MYF and JYF to serve on the Christian Education Committee

H. Submit payment vouchers to commission director

IV. Authority

Carry out above responsibilities.

II. Qualifications

A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage

B. Interest in providing a quality Christian program for youth

C. Ability to relate well with youth and parents

D. Must have attended Oak Grove Mennonite Church for at least six months unless otherwise approved by the pastor(s) and youth sponsors.

E. Must be 21 years or older, unless otherwise approved by the pastor(s) and sponsors.

G. Willing to read, sign and follow the Child and Youth Protection Policy

## **BIBLE MEMORY PROGRAM DIRECTOR AND ASSISTANT(S)**

I. Job Function

The function of the Bible Memory Program Director and Assistant(s) is to provide leadership to the Bible Memory program for children in kindergarten through grade four.

II. Organizational Relationships

- A. Appointed by the Christian Education Committee for a term of one year
- B. Responsible to the Christian Education Commission Director
- C. The Director is a member of the Christian Education Committee.

III. Responsibilities

- A. Guide and oversee the Bible Memory program
- B. Consult the Christian Education Committee before major program and/or verse changes are made
- C. With the Christian Education Committee, structure the program by organizing teacher/listeners and support persons
- D. Plan opening sessions
- E. Provide prizes at certain levels of memorization as incentives
- F. Plan snacks
- G. Plan extra-curricular activities such as roller skating, bowling, pizza parties, etc.
- H. Purchase prizes within guidelines established by the Christian Education Committee
- I. Submit payment vouchers to commission director

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- C. Ability to relate well with children and parents
- D. Ability to organize and to be a leader
- E. Ability to work as a team
- F. Ability to be innovative
- G. Interest in assisting children in memorizing scripture
- H. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description  
Revised - 1994, 2000, 2002, 2006, 2008, 2012, 2013

## VACATION BIBLE SCHOOL (VBS) COMMITTEE

### I. Job Function

The function of the Vacation Bible School (VBS) Committee is to plan and administer a vacation Bible School for the purpose of providing an effective Christian education experience in the church and an outreach to the community.

### II. Organizational Relationships

- A. Four members are appointed to the VBS Committee by the Gifts Discernment Committee for a term of two years, two appointed each year.
- B. A representative of the committee shall serve on the Christian Education Committee.
- C. The VBS Committee is responsible to the Christian Education Commission Director.

### III. Responsibilities

#### A. Chairman

- 1. The chair organizes the committee in February to decide the dates for Bible School and to select curriculum.
- 2. Give follow-up information to the Outreach and Service Commission
- 3. Submit a report for the annual business meeting to the Christian Education Director

#### B. Committee

- 1. Order all materials needed and arrange a place for personnel to pick up materials
- 2. Plan a missionary project
- 3. Present a list of Bible School jobs to the congregation early in April for volunteer helpers
- 4. Plan solicitation and transportation with the help of the Outreach Committee
- 5. Fill personnel positions: teachers and assistants, recreation director, music director, worship leader, etc.
- 6. Plan for daily snacks
- 7. Plan the closing program
- 8. Place all remaining materials in storage after Bible School
- 9. Make all major decisions such as changing curriculum, the length of Bible School, or the follow-up procedure in consultation with the Christian Education Committee
- 10. Submit payment vouchers to commission director

### IV. Authority

Carry out the above responsibilities.

### V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Ability to organize and to be a leader
- C. A sense of vision for the unlimited possibilities of VBS and community outreach
- D. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed job description  
Revised - 1994, 2000, 2006, 2008, 2012, 2013

## BIBLE QUIZ COORDINATOR

- I. Job Function  
The function of the Bible Quiz Coordinator is to oversee the Oak Grove Mennonite Church Bible Quiz Program.
- II. Organizational Relationships
  - A. Appointed by the Gifts Discernment Committee for a term of two years
  - B. Responsible to the Christian Education Commission Director, and is a member of the Christian Education Committee
  - C. Cooperate with the area quiz coordinator
- III. Responsibilities
  - A. Arrange for volunteer coaches
  - B. Provide facility for quiz meets
  - C. Provide “safe sanctuary”
  - D. Assure proper supervision during quiz meets
  - E. Attend quiz meets
  - F. Set up and take down equipment for quiz meets
  - G. Submit payment vouchers to commission director
- IV. Authority
  - A. Carry out above responsibilities
  - C. Coordinate schedules of practices with quizzers and parents
  - D. Organize the team and decide which quizzers will start and which will substitute
  - E. Invite volunteers from the congregation to assist as needed
- V. Qualifications
  - A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
  - B. A member of Oak Grove
  - C. Ability to relate well with and to motivate teenagers
  - D. Ability to organize and to be a leader
  - E. Willing to read, sign and follow the Child and Youth Protection Policy

1994 - First printed description  
Revised - 2000, 2002, 2008, 2012, 2013

## LIBRARY COMMITTEE

### I. Job Function

The function of the Library Committee is to select, purchase and catalog a variety of books, media and reference materials for the nurture, education and spiritual growth of all age groups.

### II. Organizational Relationships

- A. Four persons are appointed by the Gifts Discernment Committee for a term of two years, two appointed each year.
- B. Responsible to the Christian Education Commission Director

### III. Responsibilities

- A. Select, purchase and catalog new books, periodicals and media, CD's
- B. Keep books in good repair
- C. Keep library orderly
- D. Keep accession book and file cards current
- E. Inform congregation of new books and materials
- F. Plan events/projects to foster reading
- G. Consult with the Christian Education Director when questions or problems arise
- H. Submit payment vouchers to commission director
- I. Submit an annual budget to the Christian Education Commission Director

### IV. Authority

Carry out the above responsibilities

### V. Qualifications

- A. Interest in reading
- B. Knowledge of proper library procedures

1986 - First printed description  
Revised - 1994, 2000, 2008, 2010, 2012

## SUNDAY SCHOOL RECORDING SECRETARY

- I. Job Function  
The function of the Sunday School Recording Secretary is to keep accurate records of Sunday school attendance.
- II. Organizational Relationships
  - A. Appointed by the Gifts Discernment Committee for a term of three years
  - B. Responsible to the Christian Education Commission Director
- III. Responsibilities
  - A. Take attendance books to each class
  - B. Collect books after attendance has been taken
  - C. Place the number of children and adults attending Sunday school in the Record Book
  - D. Place the quarterly average attendance and yearly average attendance in Record Book
  - E. Give the church secretary the attendance number for the next Sunday's bulletin
  - F. Place order for class record books with the Church Secretary
  - G. Consult the Christian Education Commission Director when questions arise
  - H. Find a substitute when unable to attend
  - I. Submit payment vouchers to commission director
- IV. Authority  
Carry out the above responsibilities
- V. Qualifications
  - A. Regular in attendance
  - B. Interest in statistics
  - C. Interest in details
  - D. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description  
Revised - 1994, 2002, 2007, 2008, 2012, 2013

## CHURCH HISTORIAN

### I. Job Function

The function of the Church Historian is to collect and catalogue all historical data pertaining to Oak Grove Mennonite Church.

### II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of five years
- B. Works with the Church Office to keep records of all meetings, minutes, bulletins and correspondence
- C. Responsible to the Christian Education Commission Director

### III. Responsibilities

- A. Information to be collected includes, but not limited to, the following;
  - 1. News items from newspapers and church papers
  - 2. Media
  - 3. Obituaries
  - 4. Pictures of interest pertaining to congregational life
  - 5. Constitutions and job descriptions
  - 6. Anniversaries
  - 7. Newsletters weekly or monthly
  - 8. Articles written about the congregation
  - 9. Books in which something is written about the congregation kept in the library
- B. May need to consult with others on the storage of materials
- C. Submit payment vouchers to commission director

### IV. Authority

Carry out the above responsibilities

### V. Qualifications

- A. Interest in church history
- B. Knowledge of the congregation and the community
- C. Ability to organize materials

1986 - First printed description  
Revised - 1994, 2000, 2008, 2012

## SUPPLIES COORDINATOR

### I. Job Function

The function of the Supplies Coordinator is to keep the supply room stocked with supplies needed for Christian Education programs.

### II. Organizational Relationship

- A. Selected by the Christian Education Committee for a term of one year
- B. Responsible to the Christian Education Commission Director

### III. Responsibilities

- A. Purchase supplies and materials as needed
- B. Keep supply room orderly
- C. Keep contact with teachers to be aware of supplies and materials they need
- D. Submit payment vouchers to the Christian Education Commission Director
- E. Monitor, dispose of and replace supplies as needed

### IV. Authority

Carry out the above responsibilities

### V. Qualifications

- A. Ability to organize
- B. Ability to relate well with people
- C. Willing to read, sign and follow the Child and Youth Protection Policy

2000 - First printed job description  
Revised 2008, 2012, 2013