

Job Description

Title	Sabbath School Superintendent (Coordinator)
Purpose	To establish the 4 basic goals of Adventist Sabbath Schools: <ol style="list-style-type: none">To encourage the study of Scripture, using the Bible Study Guides (quarterlies) for each division as the curriculum source.Help create a caring and nurturing environment.Promote soul-winning goals and activities from within each class or division.Report on the Mission Program of the SDA Church and promote Systematic financial support of the mission program.
Term	One or two years, depending on local church officer election cycle.
Accountability	To the Church Board, S.S. Council, and the Michigan Conference Adult Sabbath School Director.
Authority:	<ol style="list-style-type: none">To call S.S. Council meetingsTo authorize expenditure of funds for the S.S. in harmony with the budget.
Responsibilities	<ol style="list-style-type: none">It is the duty of the superintendents/coordinators, to administer the entire Sabbath School.If there are no assistant superintendents/coordinators, this person will also care for additional duties of the adult Sabbath School division,Member of the Church Board.Chair Sabbath School Council/committee.Give attention to the development of S.S. leadership, build a soul-winning Sabbath School, and recruitment of volunteers.Attend to the staffing needs of divisions.Arrange for supplies, equipment, and meeting space for divisions.
Qualifications	<ol style="list-style-type: none">Committed born-again Christian and sound in the faith.Example in Christian and family living.Returns a faithful tithe to the local church.Dresses according to the highest Christian standards.Is able to organize, plan and be a cooperative team player consistently
Support and Resources:	<ol style="list-style-type: none">Regular meetings with the pastor.<i>The Sabbath School Handbook</i>, NAD 2000 edition.<i>Church Manual</i>Resources at the ABC and Adult Sabbath School Department Of the Michigan Conference.
Time Commitment:	8 Hours a month. 1-2 hours per month for the S.S. Council meeting. 1-2 hours per month for Church Board meeting. 2-4 hours per month may be spent in recruiting volunteers, promoting training events, and caring for other administrative duties. Budget time for prayer, studying S.S. methods and planning ways in which the S.S. can reach its objectives.