

Organizing a Sunday School

I. WHY ORGANIZE A SUNDAY SCHOOL?

A. God is an organizer



1 Cor. 14:33

“For God is not a God of disorder but of peace—as in all the congregations of the Lord’s people.”

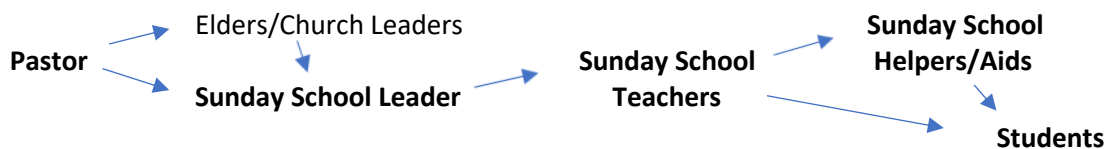
1. Whatever He does is orderly. (Ex. Creation, Tabernacle, Temple etc.)
2. God is our example.

B. Working together and cooperating is more powerful

1. One person tires more quickly and doesn’t enjoy the work.
2. We can help newcomers better, if our work is already organized.
3. We can use each other’s materials (save time & money).
4. We can organize the use of various materials.

II. ORGANIZATION OF A SUNDAY SCHOOL

In every church things need to be done in a fitting and orderly way. There is usually already a hierarchy of responsibility and authority set up. It may look something like this:



In this diagram, there are only 2 extremes; the pastor and the students of the church. Everyone else is in the middle.

- As a teacher, you have **AUTHORITY** over some things, and there are those who have authority over you.
- As a teacher, you are **RESPONSIBLE** for some things, and there are those who are responsible for you.
- If you are an **ADMINISTRATOR** (a Sunday School Leader or Coordinator) then you may have authority over many teachers. You are responsible to those who are in authority over you **AND** you are also responsible for the teachers who are under your authority.

III. HOW TO ORGANIZE A SUNDAY SCHOOL

A. Your church needs a Sunday School Leader

- No matter the size of the church, only one leader is needed.
- If the church is large, the leader can organize the department into age groups and place someone in charge of each department.
(Titles: Coordinators, Head Teachers, Managers, Supervisors, you decide)

B. A committee for Sunday School should be organized

- The committee is made up of teachers and parents who love the children's ministry.
- The committee and the leader must work together.
- The committee must be made up of various age groups to help meet the needs of the children.
- All members of the committee must have a vision for the work of Sunday School.

IV. THE SUNDAY SCHOOL LEADER

A. One leader is needed in every church/congregation.

(Titles: Superintendent, Director, Principal, Administrator, you decide)

1. It is important to have one person leading Sunday School in each church.

- a. Big churches should have a full-time leader.
- b. Small/poor churches can have a volunteer.
- c. No gender specification. Leader can be a brother or sister.

2. What kind of person?

- a. Trusted by church leaders.
- b. Trusted by Sunday School teachers.
- c. Must have authority to make decisions, and be willing to do so.
- d. Cannot be too young.
- e. Must be able to work with others, not run their own show.
- f. Should be able to delegate responsibilities.
- g. Must have a vision for the work of Sunday School and be creative
- h. Needs to be balanced.
- i. Would be good if they are able to teach teachers, but not mandatory
- j. Must be able to work with various age groups, including parents.

3. The job/responsibilities of a Sunday School leader.
 - a. Head the Sunday School committee.
 - b. Organize the whole work of Sunday School
 - c. Sunday School teachers should come to the leader with problems, incidents
 - d. Organize and care for Sunday School materials
 - e. Keep eye open for new staff, new ideas, new materials
 - f. Make a survey yearly to evaluate established programs
 - g. Must have a vision for the Sunday School
 - h. Make necessary contacts outside of church and school
 - i. Be able to correct/discipline teachers
 - j. Be aware of state and federal laws regarding children

V. THE SUNDAY SCHOOL COMMITTEE?

- A. Who is on the Sunday School committee?
 1. A leader
 2. An elder
 3. Sunday School financial bookkeeper
 4. Some Sunday School teachers
 5. Some Parents

*Keep in mind, all committee members must have a vision for Sunday School who love the children's ministry
- B. Function/responsibilities of the committee
 1. Oversee all Sunday School work
 2. Pray for this ministry, both together and separate
 3. Organize seminars to train new teachers/assistants/aids
 4. Organize teaching material for Sunday School
 5. Find/make curriculums or special plans
 6. Find suitable materials for various age groups
 7. Responsible for Sunday School finance use
 - How much allotted to classes
 - How much allotted to materials, office supplies, crafts etc
 - For awards, birthdays, rewards for children
 8. Organize regular meetings for teachers
 9. Organize special programs/events
 - Festivals for children

- Camps
- Vacation Bible School
- Ministry Outreach
- Teacher Outings or Special Events

C. What happens at the committee meetings?

1. Pray together
 - Prayer requests
 - Praise reports
2. Read the Bible together, study God's Word
3. Share together- burdens and joys
 - Share acquired goals, losses
 - Ministry is not easy work, you need each other to grow
 - Learn to minister to each other, then to reach others
4. Report on the ministry work
5. Plan ahead for upcoming events in Sunday School
6. Have regional meetings if possible

*Time Allotment: 1st hour- Prayer & Bible Study; 2nd hour- business & planning