



Sunday School Family Coordinators – أمين الأسرة

Roles & Responsibilities

Summary:

Sunday School Family Coordinators together with the Sunday School Service Coordinator and the Priest of the Church, are responsible for the tactical oversight and implementation of all processes and elements related to children's learning through Sunday School classrooms and all other Sunday school activities.

Role and Responsibilities of the Church Priest:

According to the Coptic Orthodox Church Bylaws, the priest serves as the president of the Board of Deacons and is responsible for all the Spiritual aspects of the church while the rest of the board is responsible for all Church administrative and financial tasks (Church Bylaws). Thus, the priest is the final reference checkpoint in all spiritual activities including the Sunday School Ministry.

Role and Responsibilities of the Family Coordinator (ES, MS, and HS):

- ❖ Sunday School Family Coordinator is to work closely with the Sunday School Services Coordinator and the Priest in building a strategy for the school year (Coptic Year) and observe carrying this strategy while leading the assigned family (Elementary, Middle of High School).
- ❖ Oversee and communicate with all the servants for his/her family on all Sunday School activities
- ❖ Follow up on using the agreed-upon curriculum, with the understanding that on some occasions, we may cover topics outside of the curriculum, such as:

- Church feasts or occasions
- Topics that address this specific age group needs
- ❖ Obtain a detailed demographics list for all children in each class
- ❖ Review classes attendance not only for children but also for servants
- ❖ Oversee visitation of children missing Sunday School and or with low attendance rate (Physical visitation, phone calls, text messages, etc.)
- ❖ Oversee visitation of the sick children
- ❖ Communicate with children's parents and newcomers as needed
- ❖ Possess the ability to embrace innovation and creativity, encourage the family servants to do the same while adapting to growth and change of our children
- ❖ Coordinate activities and outings for the family (at least once a year)
- ❖ Coordinate activities offered by the Children in church celebrations
 - Elementary School: Feast of Nativity
 - Middle School: Feast of Resurrection
 - High School: Feast of Nayrouz
- ❖ Move servants within classes as appropriate and as needed to balance the classrooms and better serve the children and their needs
- ❖ Recruit "qualified" servants for the family, make a recommendation to the general service coordinator and the priest
- ❖ Host a monthly meeting with the family servants to ensure all the above points are carried out properly and address family concerns
- ❖ Most importantly, be a role model for the family servants, attends church regularly, have a father of confession, partake the communion regularly always attend Sunday School unless family or work situation arise.
- ❖ Family Coordinator must inspire creativity and innovation to meet today's kids need. Using old (traditional) teaching methods does not serve the generation we are serving today.

- ❖ All Sunday School services and activities **must be** conducted in English, Newcomers may need additional assistance (assign translator) and address their needs.

Activities:

According to the age group, each family is to plan trips and retreats for the kids throughout the year, at minimal two activities per year.

Activities may include

- Two spiritual days a year (example: Saturday at the church)
- One retreat a year (Middle and High School)
- A day at the park, Zoo trip, Bowling, Movie (If appropriate), Laser Tag, etc.

Reporting Structure:

Our church teaches us organization and Hierarchy structure. The entire Sunday School service team must work together as a unified team. Through the monthly family meeting, servants must work together and share the decisions for the family. Family coordinators are the linkage between the families (unified voice) and the Sunday School Service coordinators. When a change is needed, the family coordinator will engage the general service coordinator in the decision, if needed the general service coordinator will engage the priest in the decision since the entire team must work under the guidance of the church priest.

Attendance:

Family Coordinators along with all other servants must attend servant's meetings regularly, general meeting once a month and family meeting also once a month.

Risk Management:

The concept of risk management is not to manage incidents but to avoid them from happening in the first place. Family Coordinator, Sunday School Coordinator, and

the priest together assess all activities and programs to calculate risks and make decisions accordingly to minimize risks while serving our children.