



## **Sunday School Services Coordinator – أمين الخدمة**

### **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 Services Coordinator:**

- ❖ Sunday School service coordinators are primarily responsible for serving the family coordinators and their needs, assist in resolving issues and removing any obstacles in the way of serving God's children.
- ❖ Sunday School Coordinator is to work closely with the Sunday School Family Coordinator and the Priest in building a strategy for the school year (Coptic Year).

- ❖ Work with family coordinators on choosing the proper curriculum, with the understanding that in some occasions, we may cover topics outside of the curriculum, such as:

- Church feasts or occasions
- Topics that address this specific age group needs

Note: There is a future plan to build an updated curriculum for the Diocese.

- ❖ Encourages the family coordinators to have updated demographics list for all children in each class
- ❖ Facilitate monthly general servants meeting and invite speakers when possible, work as a team to grow spiritually together
- ❖ Attend family meetings (when needed / as needed) to address concerns
- ❖ Validate newly Recruited servants and observe their knowledge and style before assigning them into a family
- ❖ Be a role model for the servants, attends church regularly, have a father of confession, partake the communion regularly always attend Sunday School unless family or work situation arise.

## **Mahragan AlKeraza**

Work with the family coordinators and designated servants for the Mahragan to oversee Mahragan AlKeraza activities, to make sure the church is represented in the following committees on the diocese level:

- Spiritual
- Coptic/Alhan
- Creative Arts
- Sports

Work with the family coordinators to arrange for the Local Mahragan Competition day and the also for final Mahragan Competition including sports day and the travel plans for both days.

**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.