

Primary Sunday School Superintendent and Assistant

- Membership: One affirmed Congregational Member as Assistant
- Term: Two Years. (One year as Assistant Superintendent and one year as Superintendent)
- Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission. One person elected as Assistant Superintendent each year.
- Function/Objective: Plan for the placement of Primary Sunday School classes according to class size, age, appropriate groupings.
- Responsibilities:
1. Find teachers and substitute teachers for each class.
 2. Keep current list of students in each class.
 3. Order appropriate teaching materials, cycle and season.
Order educational materials.
 4. Select project for Primary S.S. offerings.
 5. Record attendance and offering and prepare and distribute children's literature each Sunday.
 6. Participate in Worship Planning Team as requested or appropriate
 7. Replenish supplies of paper, pencils, etc.
- Accountability: The Congregation through Church Council
- Annual Report: Strongly recommended for historical purposes

Revision Process: By Approval Method B (per page iii)
Revision Dates: Aug. 2006