



St. Luke's Lutheran Church & School

Oakfield, WI

Sunday School Superintendent Duties

August 5th

Contact by phone, all parents of children in congregation who are 4 years old to 8th grade, encouraging them to send their children to Sunday school. Get a count so that material can be ordered. This is the most important function.

August 10th

Order all Sunday school material from Concordia publishing. Whatever the student count is order 3 extra student packs per grade. They can be returned if not needed.

Make sure you have enough teachers for each grade level - (Pre Kindergarten), (Kindergarten), (1st and 2nd Grades), (3rd and 4th Grades), (5th and 6th Grades), and (7th and 8th Grades). Advertise our Sunday School program in the Oakfield Gazette, and the Action Advertiser. Last year I had a picture taken of the staff and placed it in the Action Ad telling about our program and encouraging people to send their children. I also placed posters in the Oakfield library, Off the Top styling salon, The Bank of Oakfield, and the gas station.

August 15th

Get together with Joanne Tetzlaff to find out the singing dates for the Sunday school year. They sing in October, Christmas program, March, and May. Either you or Joanne can provide the songs for October, March, and May. Joanne takes care of Christmas program.

August 23rd

Have meeting with teachers providing them with a list of their students, Concordia material, singing schedule, copies of songs that children sing in October, Christmas, March, and May, and the Start Date for Sunday School. (If you are providing music, bring in a number of songs so teachers can help pick them out.)

1st day of Sunday school

Have teachers installed in both church services. Set this up with the Pastor. Have sign up sheet for all students to sign so you know exactly who and how many are attending Sunday School. Do devotion on this and each Sunday of the Sunday School year. The Concordia leader guide provides them. I get a lot of mine from Northwestern Publishing.

September 15th or sooner

Start organizing for Sunday school teacher appreciation day on the third Sunday in October. Maybe schedule it so the children sing their 1st song on that day. Flowers could also be ordered for Pastor, teachers and Superintendent, Have Pastor incorporate something in the service for them, have children make a card and/or bring a gift for them.

When children sing their song in October, March, and May, You have to make sure piano is moved to church on each of the Sundays and put back after singing is done. I always provide a note to Pastor and the organist during the week before the children sing, letting them know what service and what part of the service they are singing. I also send a note home with the children the Sunday before they sing, letting their parents know the same things listed above. I send a note home with the children at the beginning of the Sunday School season letting their parents know the dates the children will sing so they can mark their calendars.

Around the 10th of May, have a brief meeting with the Sunday School teachers to see who will return to teach in the fall. This will provide you plenty of time to find new teachers if some are not returning. I also have a Sunday School sign up sheet for the fall and notify the parents through a note that on a certain Sunday in May they can sign up their children for the fall session.