

Being the Administrator of a Brand New Sunday School Program

If you are starting a new Sunday School program, then that makes you an administrator. (I know, perhaps you weren't planning on being an administrator. But, as soon as you start something this big, you are one.) ☺ In addition... If you just started the program, you are probably teaching as well. That's a lot of responsibilities! What does that look like for you?

- You – the Person
 - You must be disciplined yourself
 - Study the Scriptures for your own personal well being and that of your family
 - Be involved with your own spiritual growth and that of your family
 - Remember that the Holy Spirit is working in you and through you

- You – the Teacher
 - You must be well acquainted with your materials and lessons
 - You must be dependable (there each time and on time)
 - You must be dedicated
 - You must be disciplined (act appropriately both in and out of class)

- You – the Administrator
 - Pray for those who work with you (both over you and under you)
 - Work together with others. (Remember: Two are better than one.)
 - Choose teachers carefully
 - Appoint teachers according to their gifts
 - Meet often with your pastor to discuss the direction of your new ministry
 - Keep excellent records
 - Consider new ideas and suggestions with an open mind
 - Pray asking God to give you discernment and wisdom

- You – in the Classroom
 - Remember, order is necessary for learning (not silence, but order.)
 - Don't get mad, get help!
 - If things aren't working, ask for assistance.
 - Make sure you have two adults in each classroom with children
 - Be creative. (No two classes are alike)
 - You may need to have more parents involved with your class
 - You may need to divide classes, so there are fewer children per classroom
 - You may need to play more games and have more activities
 - Break up the lesson into several parts (each one 5-10 minutes long)
 - Provide the children with more responsibilities or opportunities for service