

## GENERAL INFORMATION FOR SUNDAY SCHOOL SUPERINTENDENT

1. All correspondence is to have the Church Sunday School name on it (heading)
2. Opening Day Letter should include:
  - Opening date—*the date suggested by the Christian Education Council (CEC) is the first or second Sunday of September.*
  - Ending date—*the date suggested by the Christian Education Council (CEC) is the third week in May just prior to Memorial Day.*
  - Program Schedule to include: times, assembly, class, church attendance
  - Possible rewards/awards and criteria for earning same (*if you offer rewards*)
  - Requests for additional Staff or parental assistance for activities
  - Your expressed appreciation for past and future support
  - Items particular to your individual parish (*weekly Communion, worship, monthly children's sermons, etc.*)
  - Enclosed registration form(s) to be brought on opening day
3. Flyers for Special Events/Parties should include:
  - Church Sunday School name
  - Type of event/party
  - Date
  - Time
  - Place
  - Schedule of events for the event
  - Food provided or pot luck
  - Contact person/telephone number/email address
  - Most important flyers should be informational, clear, eye catching and attractive. Be Creative
  - Publicity methods can include: personal contact/email correspondence/e-blasts/US Mail
  - Suggestions for Pot-Luck—everyone bring a main dish & in addition to the main dish those whose last name beginning with A-M (salads) N-Z (desserts)
  - Don't forget to express your thanks either verbally and/or written