



IMAN Sunday School Sub-Committee

Terms of Reference

Purpose

IMAN's Sunday School will serve to meet the religious educational and social needs of any child irrespective of gender, race, ethnicity and religious background.

Primary emphasis will be on imparting religious education and reinforcing Islamic values according to the Shia Ithna-Asheri school of thought.

Sunday School shall also provide a social environment that enables school children to interact with their Muslim peers to build a support system of their own. Children will be encouraged to participate in a variety of recreational and volunteering activities.

Interaction with members and general public

The Sunday School Sub-Committee will have the following interactions:

- With Parents, Teachers and Students as necessary in running of the Sunday School with the focus being the development of the student
- With other institutions of learning on academic and operational aspects to share and adopt best practices in the running of the Sunday School as well as pursue joint programs that help further achieve the purpose of the Sunday School
- With members of other IMAN sub-committees to exploit synergies between the sub-committees (e.g, Social Services Sub-Committee on fund drives to help the needy, Program Sub-Committee in joint functions with the IMAN community at large)

Reports to the Executive Committee

- Reports every four months to the IMAN Executive Committee summarizing status on key activities and calling the Executive Committee to action on issues needing Executive Committee attention

- Annual report to the IMAN Executive Committee at the end of the school year summarizing key accomplishments, activities and the final income expenditure report for the year.
- At the beginning of each school year, the Sub-Committee will prepare a budget and will submit it to the IMAN Executive Committee for approval and seek any necessary funding

Activities

1. Regular classes for students at agreed upon times to provide instruction for Sunday School students on Salaat (Prayers), Qur'an, Qur'anic Study, Islamic History, Akhlaq (Morals) and Fiqh (Jurisprudence) and social studies on issues pertaining to Muslims. Areas of focus may be revised from time to time with the approval of the IMAN Sunday School sub-committee, Parent, Teachers and the IMAN Executive Committee.
2. Organize social and volunteer activities to complement the academic program of the Sunday School with a goal to foster self-supporting peer network.

Roles and Responsibilities

- **IMAN Executive Committee**
 - Appoint members of the Sunday School Sub-Committee before the beginning of the school year and allowing sufficient time to ensure a smooth commencement of the new academic year.
 - Appoint an IMAN Executive Committee member to act as a liaison who can maintain a good flow of information and be of help resolving issues that may arise from time to time.
 - If requested, meet with the Sunday School sub-committee on a quarterly basis to review progress, provide guidance and respond to issues raised to ensure smooth operation of the Sunday School
- **Sunday School Sub-Committee**
 - The sub-committee will comprise of the following people who will carry out the roles and responsibilities described below:
 - **Principal** shall have the responsibility of the academic program of the Sunday School.
 - Ensure a comprehensive academic program for all classes.
 - Recruitment and appointment of Teachers to meet the needs of the academic program.
 - Monitor performance of teachers against the established curriculum
 - Ensure timely student evaluation and Parent/Student/Teacher meetings to provide feedback on student performance
 - All teachers and teaching assistants will report to the Principal
 - Interact with other institutions of learning on academic aspects to further the academic program of the Sunday School and training of teachers.

- **Vice Principal** shall assist the Principal with the academic program of the Sunday School and shall facilitate necessary parent/teacher interactions to aid continued development of the student.
- **Administrator** shall have all other operational responsibilities of the Sunday School not related to the academic program. This includes:
 - Coordination of volunteers
 - Coordination of student registration
 - Coordinate with other members of the Sunday School sub-committee to prepare a written quarterly report that is submitted to the IMAN Executive Committee through the IMAN Executive Committee designated liaison
 - Oversee the records and finances of the Sunday School maintained respectively by the Secretary and the Treasurer
 - Interact with other institutions of learning on administrative aspects to further enhance the operational efficiency of the Sunday School and improve its operation.

For efficiency, the Administrator role should be performed by two individuals, with one handling volunteer administration and the other student administration.

- **Secretary** shall maintain all the records and correspondence of the Sunday School and report to the Administrator.
- **Treasurer** shall handle all the finances of the Sunday School and report to the administrator.
- **Parent Liaisons** shall be the parent representatives on the committee ensuring that there is a bridge between parents and the school committee. They will be responsible for:
 - Organizing regular meetings with parents to support the school
 - Organizing social events for the students
- The Principal, Vice Principal, Administrators, Treasurer and Secretary of the Sunday School sub-committee will be appointed by the IMAN Executive Committee. The parent liaisons will be appointed by the Sunday School parents. These appointments will happen before the end of the school year to allow for a smooth transition in advance of the following year.
- Term of the sub-committee is for one year.

- IMAN's Sunday School sub-committee will publish a code of conduct for Students, Teachers and Parents and will keep this revised on a regular basis to echo the sentiments of the Parent/Teacher/Student body.
- IMAN Sunday School will maintain its own accounts under the supervision of the IMAN Treasurer and provide a quarterly financial report to the school committee and an annual report to the EC.
- IMAN Sunday School will be a non-profit operation that will aim to break even financially. Income of the Sunday School will be derived from student fees, sponsorships, donations and fund raisers. Sunday School will also help offset the costs of running IMAN Center by contributing a fixed monthly fee.
- | ○ Social activities (e.g., winter fun, yearend camp, fund drives) undertaken by the sub-committee will be jointly planned by all members of the sub-committee and specific roles assumed will be agreed upon through mutual consultation at the sub-committee planning meetings for the activity.