

## **Adult Sunday School Department Director**

An Adult Department Director is responsible to the Education Pastor for the total ministry of their Department. The Department Director provides leadership in planning, organizing, enlisting teachers, and evaluating the work of the department. The Department Director serves on the Sunday School Leadership Planning Team and works closely with other Department Directors to coordinate the work of adult Sunday School. The Department Director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities. The primary responsibilities are to:

- Lead in planning and administering the work of the department.
- Attend monthly Director's Meeting
- Attend monthly SS Leadership meetings
- Meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry and Bible teaching.
- Coordinate the work of the department and determine organizational needs.
- Discover and enlist new leaders.
- Evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources; recommend actions related to needs.
- Serve as greeter or host for the department and insure that the Sunday morning experience is positive for everyone in your department
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.
- Participate in GROW outreach

## **Adult Teacher**

The teacher is a ministry leader and spiritual mentor. Teachers lead the total ministry of their classes, which include a lot more than a single hour of Bible teaching per week. Until the rest of the class leadership team is enlisted and trained, the entire ministry of a class rests on the shoulders of the teacher.

A successful teacher expands the class ministry and encourages the growth of class members by enlisting an apprentice, and a ministry coordinator, starting additional classes, and sending members out of the class into ministry. An adult teacher has the following responsibilities:

- Prepare spiritually for teaching and class ministry through prayer and personal Bible study.
- Enlist a ministry coordinator to organize the class open-group ministry
- Enlist an Apprentice to mentor.
- Lead class members to encounter God's Word during the Bible Study session.
- Multiply the class ministry by working with church leaders to start new units and sending members out to serve.
- Participate in Monthly Leadership Team Meetings
- Participate in GROW outreach
- Participate in training events as encouraged by the church.

## **Adult Class Apprentice**

An apprentice works alongside the teacher, developing skills necessary to lead a class as a teacher. When the opportunity presents itself, the teacher moves to a new class, leaving the existing class with the apprentice. Another option is for a highly skilled and motivated apprentice to start the new class. He or she should be prepared to teach a new class within two years. The primary responsibilities are to:

- Teach a minimum of once every six weeks and more often as the class prepares to start a new class.
- Work with the teacher and the ministry coordinator to lead the class to function as an open group.
- Assist the teacher in encouraging the spiritual and service growth of class members.
- Plan, encourage, and participate with members in discipleship studies beyond Sunday School
- Participate in GROW outreach

## **Adult Class Ministry Coordinator (Adult Class Secretary)**

An Adult Class Ministry Coordinator provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum supplies, and other resources; and coordinating the distribution of resources. The primary responsibilities are to:

- Meet regularly with the class leadership team
- Process and maintain general records for the class and compile reports as requested, including prospect information
- Coordinate the ordering and distribution of Bible study curriculum materials, supplies, and other resources.
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.
- Register guests and keep accurate attendance records
- Develop and implement plans leading the class in evangelism including training and follow-up of guests and prospects
- Develop and implement plans to care for the class members.
- Develop and implement plans involving the class in fellowships outside of Sunday School to build ongoing relationships.
- Enlist leaders as needed who will multiply the work of the class.
- Participate in GROW outreach

## **Visitation –Evangelism Coordinator**

An Adult Class Visitation—Evangelism Coordinator leads the class in outreach and evangelism. He or she will work with the Ministry Coordinator, Teacher, and Apprentice to develop and implement a class evangelism strategy. The primary responsibilities are to:

- Coordinate all evangelism and outreach activities of the class.
- Coordinate prospect-discovery and prospect enlistment efforts of the class.
- Lead class members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
- Maintain class prospect records.
- Lead the Sunday morning Class Outreach time.
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.
- Serve as the class greeter and meet people as they enter the class each Sunday morning.
- Develop processes to assure that guests are properly welcomed and registered.
- Plan for consistent follow up of guests.
- Participate in monthly SS Leadership Team Meetings and class planning meetings.
- Participate in GROW outreach

## **Care Group Leader**

Each of these leaders ministers to four to six members and members in service. Every member needs regular encouragement in good times and in times of crisis. Ideally, every member should be contacted weekly. The Care Group Leader works with the ministry coordinator, teacher, and apprentice to ensure that every class member is contacted regularly including absentee contacts, crisis contacts, and encouragement and evangelistic contacts. The primary responsibilities are:

- Regularly contact absentees
- Contact members and members in service who are in crisis.
- Aggressively pursue delinquent and absentee members to restore them to the fellowship
- Attend monthly SS Leadership Team Meetings and class planning meetings.
- Lead your Care Group to minister to those needs in your Care Group.
- Involve the members of your Care Group to minister, contact, and care for others within your Care Group throughout the week.
- Share contact results with class leaders.
- Participate in GROW outreach

### **Class Fellowship Coordinator**

This person works with the ministry coordinator and other class leaders to develop ways to encourage the closer friendships and personal relationships. Planning ongoing activities and events that bring people together for fun and fellowship. Responsible for providing opportunities for the class to build a sense of community.

### **Class Prayer Coordinator**

This leader guides the class toward spiritual transformation through encouraging daily devotional and Bible study activities. Leads the class to become involved in the prayer ministry of the church and coordinates the prayer ministry of the class.

### **Class Missions Coordinator**

The Missions Coordinator leads the group to support missions giving and participates in mission education and ministry projects. He or she works with the ministry coordinator, other class leaders, and church leaders to plan and coordinate class involvement in church and class sponsored mission and ministry projects.

### **Class Participants**

Adults who attend Sunday School classes and Bible study groups are not merely the intended recipients of Sunday School's Great Commission ministry. They are the grass roots ministers. Adult Sunday School is all about building Great Commission Christians. All class leaders, teachers, directors, and pastoral leaders needed now or in the future may be found on the membership or prospect lists of Sunday School classes today. Every participant should receive the opportunity to serve according to the leadership of the Holy Spirit. We can offer those opportunities through Adult Sunday School. Responsibilities include:

- Participate in personal and group Bible study regularly, giving attention to the leadership of the Holy Spirit in one's life.
- Be receptive to God's efforts to draw people to faith in Christ through His Work, His Spirit, and His people.
- Actively participate in efforts to lead others toward faith in the Lord Jesus Christ.
- Participate individually and with the class to serve Christ through evangelism, discipleship, fellowship, ministry, and worship
- Follow God's leadership in responding to opportunities to grow spiritually and to serve God's people in leadership roles.