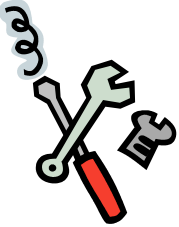


Sunday School Leader Job Descriptions

Sunday School Director

- Responsible to the pastor
- Meet regularly with and lead the Sunday School Council.
- Communicate goals and evaluate progress with leaders and members.
- Lead in developing an effective organization that facilitates spiritual transformation.
- Lead in efforts to call members into service and in enlisting and developing new leaders.
- Lead in evaluating needs related to space, budget, Bible study curriculum, supplies and other resources, and recommend actions related to needs.



Outreach Director

- Responsible to the Sunday School director
- Meet regularly with the Sunday School council.
- Promote outreach and evangelism objectives with other leaders and members of the Sunday School.
- Guide all actions for outreach and evangelism through the Sunday School, and coordinate those efforts with other church outreach and evangelism efforts.
- Lead in keeping the focus of Sunday School on the priority of evangelism.
- Ensure that accurate records are kept so that Sunday School classes and departments can make effective contacts with guests and prospects.
- Lead in evaluating the outreach and evangelism efforts of the Sunday School.

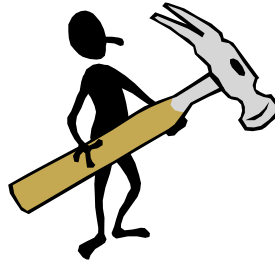
Sunday School Secretary

- Responsible to the Sunday School director
- Meet regularly with the Sunday School Council.
- Process and maintain general records for the Sunday School and compile reports related to the general work of the Sunday School, including prospect information.
- Coordinate ordering and distribution of all Bible study curriculum, supplies, and other resources.
- Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.



Teachers

- Responsible to the Sunday School director. Participate in scheduled planning times.
- Lead a small group in age-appropriate, meaningful Bible study.
- Build positive relationships with members and prospects and ensure that they are contacted regularly in order to meet needs.
- Maintain attendance records and other information that helps the group minister through Sunday School.
- Lead participants toward faith in the Lord Jesus Christ, and guide them to serve Him through worship, evangelism, fellowship.
- In youth and adult groups – organize the class to effectively support that work (see next column).
- In adult groups – enlist an apprentice from the group for the purpose of teaching a new adult class or working in another age group as a teacher within two years.



Other Adult/Youth Leaders

- Responsible to the teacher.
- Class leaders or care leaders, and/or other leaders are enlisted, as needed, by the teacher of an adult or youth class to assist the teacher with the total work of the group.
- **Care Leaders** stay in touch with 5-7 members and prospects for prayer, ministry and encouragement.
- **Class Leaders** lead the work of the entire class in a particular area, such as:
 - Worship and Prayer,
 - Outreach and Evangelism,
 - Fellowship,
 - Discipleship, or
 - Ministry.

Sunday School Leader Job Descriptions



For Churches
With a
Class Organization