

# 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.

## Division Directors

- Responsible to the Sunday School director.
- Meet regularly with the Sunday School Council.
- Coordinate the work of the division and determine organizational needs.
- Discover, enlist, and train new leaders.
- Evaluate, encourage, affirm, and direct age-group leaders in their ministry.
- Meet regularly with department leaders for planning and evaluation.

## Department Directors

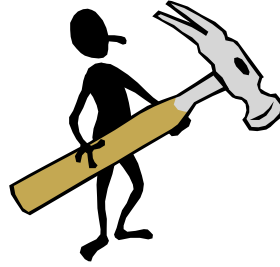
- Evaluate needs related to space, budget, Bible study curriculum, supplies and other resources, and recommend actions related to needs.
- Responsible to the division director of their age group.
- Lead in planning and administering the total work of the department.
- Meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
- Serve as a greeter/host for the department.
- Serve as the lead teacher for the department, directing the overall teaching-learning experience, and teaching during parts of the session that involve all participants and teachers together.
- Evaluate needs related to space, budget Bible study curriculum, supplies, and other resources, and recommend actions related to needs.

Other department leaders, such as department outreach or secretary, may be enlisted as needed.



## Teachers

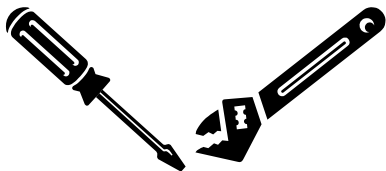
- Responsible to the Sunday School director.
- Lead a small group in age-appropriate, meaningful Bible study.
- Build positive relationships with class members and prospects and ensure that they are contacted regularly in order to meet needs.
- Maintain attendance records and other participant information that helps the group accomplish its overall purpose and mission of the 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 or 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.

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For Churches  
With a  
Department Organization