

THE SUNDAY SCHOOL PLANNING TEAM
ADULT SUNDAY SCHOOL
LEADERSHIP TEAM
MINISTRY DESCRIPTIONS

The Adult Sunday School Leadership Team is important! Depending on the needs and size of your church, the Adult Sunday School Leadership Team may be small or large. No one person has to do it all! The team divides the responsibilities to impact the lives of people.

BASIC (Enrollment of 3-10)

1. Adult Sunday School Teacher

Responsible for leading the class to develop an environment in which people have the opportunity to accept Christ and mature as Christians. This is accomplished as the teacher:

- (1) prepares his or her life as the primary leader of the class;
- (2) enlists a ministry coordinator that will help organize the class to function as an open group;
- (3) enlists an apprentice to mentor;
- (4) leads the class to encounter God's Word during the Bible study session;
- (5) leads the class to continue personal Bible study following the class session;
- (6) leads the class to multiply by working with church leaders to start new units and by sending members out to serve.

A teacher must understand that teaching moves beyond the Bible study session into the daily living of participants.

2. Ministry Coordinator

Leads the class to function as an open group by working with the teacher and other church leaders to:

- (1) register guests and keep accurate attendance records;
- (2) develop and implement plans leading the class in evangelism including training and follow-up of guests and prospects;
- (3) develop and implement plans to care for class members;
- (4) develop and implement plans involving the class in fellowships outside of Sunday School to build ongoing relationships;
- (5) when appropriate, enlist other leaders who will multiply the work of the class.

An Adult Class Coordinator directs the overall work of the class, relieving the teacher of administrative responsibilities.

3. Apprentice

Works with the teacher and ministry coordinator to develop personal leadership and teaching skills for the purpose of preparing to become the teacher of a Sunday School class. The apprentice:

- (1) teaches a minimum of once every six weeks (more often as the class prepares to start a new class);
- (2) works with the teacher and the ministry coordinator to lead the class to function as an open group;
- (3) assists the teacher in encouraging the spiritual and service growth of class members;
- (4) plans, encourages and participates with members in discipleship studies beyond Sunday School.

****. Adult Class Secretary***

An Adult Class Secretary provides vital support related to record keeping, reports, and other communications.

EXPANDED (Basic +) (Enrollment 11-20)

4. Visitation-Evangelism Coordinator (LINK)

Works with the ministry coordinator, teacher, and apprentice to develop and implement a class evangelism strategy. The strategy should include:

- (1) Ways to discover prospects;
- (2) Processes which assure that guests are properly welcomed and registered;
- (3) Plans for consistent follow-up of guests;
- (4) Training class members for sharing their faith;
- (5) Personal enlistment of class members to help implement these processes and strategies.

5. Care Group Leader(s)

The goal is to provide one care group leader for every 5 to 7 members (and members-in-service). A great entry-level ministry position is the Care Group Leader.

Key Responsibility: Contact every member every week.

NOT just absentees! We are NOT contacting them to attend, we're contacting them to :

- (1) Let them know we care;
- (2) To learn needs that require prayer or care;
- (3) And to share opps to participate in praying and caring for others in the group (or class).

Additional duties: small group discussion, prayer time.

EXPANDED Plus+ (Basic + Expanded) (Enrollment 21-40)

6. Fellowship Coordinator

Works with the ministry coordinator and other class leaders to develop ways to encourage the development of closer friendships and personal relationships. This includes 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.

7. Prayer Coordinator

Guides the class toward spiritual transformation through encouraging personal 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.

8. Missions Coordinator

Leads the group to support missions giving and participate in mission education and ministry projects. 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.

9. 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.

Every participant should receive the opportunity to serve according to the leadership of the Holy Spirit.