

## **SUNDAY SCHOOL** **(September 2020)**

### **Purpose**

A family ministry that guides people to Jesus and deepens their lives in evangelism, discipleship, ministry, worship, and fellowship. It is not only an educational ministry, but also a reaching, caring, and nurturing one. A place where Christian relationships and support groups are formed. It is one of the most important evangelistic programs of the Church.

### **Organization**

- Sunday School Director and Assistant Director  
Serve two-year term with assistant moving into director position.
- Division Directors --- Nursery, Children, Youth, Adults  
Serve two-year term.
- Sunday School Secretary  
Two individuals serving a two-year term with one member rotating off each year.
- Tellers  
Nine individuals serving a one-year term.
- Teachers  
Serve one-year term.

Positions are recommended by the Nominating Committee and elected by the Church.

### **Responsibilities**

#### **Sunday School Director**

- Serves as the general administrative leader of the church's Sunday School.
- Leads the Sunday School Planning Team (Pastor, Assist. Director, and Division Directors) in evaluating, selecting, and developing Sunday School programs/curriculum.
- Serves on Nominating Committee to enlist Sunday School teachers/workers.
- Orders and distributes literature quarterly.
- Works with division directors/classes to evaluate space needs, environmental concerns, classroom furnishings, etc.
- Establish an effective teachers training and mentoring program.
- Work with church secretary to update/maintain enrollment and attendance records, prospect lists, Sunday School reports.
- Secures fill-in teachers when needed.
- Updates Sunday School class lists on Phone Tree.
- Submits budget request annually to Stewardship Committee.

#### Assistant Sunday School Director

- Assists Director with duties.
- Meets with Planning Team.
- Purchases supplies for Sunday School ministry --- paper, pencils, crayons, glue, staplers, etc.
- Fills-in for Director when needed.

#### Division Directors (Nursery, Children, Youth, Adults)

- Coordinate work of division and determines organizational needs.
- Assist in enlisting teachers for division.
- Evaluate needs related to space, budget, curriculum, supplies, and other resources.
- Meet with the Planning Team and teachers.

#### Sunday School Secretary

- Records and reports weekly attendance and offerings.
- Updates attendance board in Sanctuary.
- Prepares deposit slip for weekly "General Fund" church offering.

#### Tellers

- Count Sunday School and Worship offerings.
- Separate cash, checks, and rolls coins.
- Fill out verification sheet.
- Prepare bank deposit slips for "Designated Fund" offerings.
- Deposit offerings in bank night depository

#### Teachers

- Lead open small group Bible study.
- Build positive relationships with class members and prospects.
- Guide members to serve Jesus Christ through evangelism, discipleship, ministry, worship, and fellowship.

#### Care Leaders

- Responsible for providing continuing ministry to Sunday School members.