

Keeping good Sunday School Records Bill Alphin

1. Know your purpose for keeping the records in the first place—Improve ministry to people
 - a. Knowing who is present and who is missing so that they can be ministered to appropriately
 - b. A way to measure success and improve results. We want to do the best we can as God's people
 - c. Ability to make decisions about ministry needs such as number of workers needed to minister to the number of people in a class and department
 - d. Gauge needs for future expansion of workers and facilities
2. Information needed on each person—Keeping up and keeping in touch
 - a. Who is a member of the class?
 - b. When did they attend? How often?
 - c. When were they absent? How often?
 - d. Information about the class members and guest. Family members, ages, interest, birthdays,
 - e. Contact information: phone numbers for calling and text-messaging (important to youth and young adults), e-mail address (very important today to all adults)
3. Information to collect each week:
 - a. Name
 - b. Present/Absent
 - c. Prayer or ministry needs expressed (This information may not be included in records)
 - d. If absent, where they contacted? When and by who?

If the information doesn't help you minister to people and improve that ministry then there is no point in records. However, if you are going to minister to people you must keep records. To not keep records is to say, "I don't care enough to bother".