

Adult Sunday School Class Job Descriptions

Adult Teacher: An adult teacher is responsible for leading people toward faith in Christ and guiding them to serve Him through evangelism, discipleship, fellowship, ministry, and worship. In pursuing this mission, a teacher must understand that teaching moves beyond the Bible study session into the daily living of participants. A teacher must look for opportunities to mentor participants before and after Bible study sessions; ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit; invest him/herself in building positive relationships with participants; and involve learners in meaningful Bible study.

The major responsibilities are to:

- ♦ Lead a small group of adults in meaningful Bible study.
- ♦ Build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet their needs.
- ♦ Maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of Sunday school.
- ♦ Lead participants toward faith in the Lord Jesus Christ and guide them to serve Him through evangelism, discipleship, fellowship, ministry, and worship; organize the class to support that work effectively.
- ♦ 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.
- ♦ Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Class Coordinator: An adult class coordinator may be enlisted to direct the overall work of the class, relieving the teacher of administrative responsibilities. A class coordinator works closely with both the teacher and class team leaders to ensure that all key areas of work are addressed appropriately and that the class is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and building Great Commission Christians through involvement in evangelism, discipleship, fellowship, ministry and worship.

Adult Class Outreach-Evangelism Leader: An adult class outreach-evangelism leader works with the department outreach-evangelism leader to lead the class in outreach and evangelism. In churches using FAITH Sunday school Evangelism Strategy, this person works with the department outreach-evangelism leader to administer class involvement in FAITH.

The primary responsibilities are to:

- ♦ Coordinate all evangelism and outreach activities of the class.
- ♦ Coordinate prospect-discovery and prospect-enlistment efforts of the class.
- ♦ Lead class members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
- ♦ Maintain class prospect records.
- ♦ Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Apprentice: An adult apprentice is enlisted from an adult class to assist a teacher in his or her major responsibilities and/or to prepare to start a new Bible study unit within two years. An apprentice serves as a substitute when the teacher is absent.

Adult Class Secretary: An adult class secretary provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources.

The primary responsibilities are to:

- ♦ Meet regularly with the class leadership team.
- ♦ Process and maintain general records for the class and compile reports as requested, including prospect information.
- ♦ Coordinate ordering and distributing Bible study curriculum materials.
- ♦ Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Class Leaders: Class leaders are enlisted by the teacher of an adult or youth Bible study class to assist with the total work of the class. Class leaders work in one or more of the five key areas of Sunday school work in either a leader-based approach or a team-based approach. The five key areas of work follow. Generally, the class outreach-evangelism leader leads the key area of evangelism.