

# ESSENTIALS *for* EXCELLENCE

## CONNECTING SUNDAY SCHOOL TO LIFE

### Responsibilities of Children's Sunday School Leaders

#### Teacher

- Teaches a small group of children during Bible study time.
- Reaches out to find and enroll children who need to be in Sunday School.
- Contacts absentees weekly and all children in assigned groups regularly.
- Cares for and ministers to assigned children and their families.
- Witnesses to children and their families.
- Fellowships with children and their families.
- Participates in regular planning.

#### Secretary

- Maintains department attendance records.
- Maintains department reaching contact records.
- Orders literature and other supplies and resources.

#### Department Director

- Leads teachers in all the work of the department, including planning and evaluation.
- Guides large-group activities on Sunday morning.
- Enlists all department workers.
- Determines training needs for workers.
- Secures literature and resources (with the secretary).
- Maintains department records (if no secretary).
- Represents children's ministry on Sunday School Planning Team (Sunday School Council) if there is no Children's Division director.

#### Outreach-Evangelism Director

- Leads department workers in evangelistic visitation and prospect discovery.
- Cooperates with the Sunday School outreach-evangelism director, as appropriate.