

ESSENTIALS *for* EXCELLENCE

CONNECTING SUNDAY SCHOOL TO LIFE

Responsibilities of General Sunday School Leaders

The Sunday School Planning Team is comprised of the leaders with responsibility for the general oversight of a church's Sunday School ministry and leaders who provide administrative leadership for a particular age-group division or major affinity group, such as a Special Education Division.

As a team, these leaders are responsible for the overall direction, planning, and operation of the church's Sunday School strategy. This team includes the pastor; other church ministers with responsibilities related to Sunday School; the Sunday School director; the outreach-evangelism director (or FAITH director); Sunday School secretary; division directors for each age-group division, and the Discipleship director, or mission ministries directors.

PRIMARY RESPONSIBILITIES

- Set goals that lead Sunday School toward fulfilling the church's strategic objectives.
- Develop action plans for accomplishing the goals.
- Set calendar dates for special events that support the ongoing objectives of Sunday School ministry and contribute significantly to achieving its goals.
- Communicate the overall mission (objective) and message of Sunday School strategy to other leaders and the church.
- Provide direction for, and coordinate the work of, age groups, including leader enlistment and leader training, toward the overall objective of Sunday School.
- Evaluate the effectiveness of the Sunday School strategy as implemented.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Pastor and Other Ministers

BASIC ROLE

The pastor is the primary leader of a church's Sunday School ministry. The pastor and other ministers on the church staff are responsible for the overall direction of all the church's ministries, including Sunday School. The pastor works with the Sunday School directors and Planning Team to set goals and evaluate Sunday School's effectiveness in engaging people in evangelism, discipleship, fellowship, ministry, and worship through open Bible study groups.

PRIMARY RESPONSIBILITIES

- Provide overall leadership to the Sunday School Planning Team.
- Lead the Sunday School Planning Team in keeping Sunday School ministry focused on its objective.
- Give vital and visible support to Sunday School and its leaders.
- Communicate the overall mission (objective) and message of Sunday School to the entire church.
- Guide team members toward spiritual maturity and assist them in developing skills that enhance their ability to fulfill their responsibilities.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

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Responsibilities-General Leaders

Sunday School Director

BASIC ROLE

The Sunday School director serves as the general administrative leader of a church's Sunday School ministry. This person is responsible for coordinating the work of all Sunday School classes and departments, plus other Bible study groups, toward the overarching objective of Sunday School. He leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives.

PRIMARY RESPONSIBILITIES

- Meet regularly with the pastor and staff to evaluate the effectiveness of Sunday School ministry and to set an agenda for Sunday School Planning Team Meetings.
- Lead the Sunday School Planning Team meetings.
- Communicate goals and actions to leaders and participants and evaluate progress.
- Lead in developing an effective organization that facilitates spiritual transformation.
- Lead in efforts to call participants into service and in enlisting and developing new leaders.
- Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; then recommend needed actions.
- Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.

Outreach-Evangelism Director (FAITH Director)

BASIC ROLE

The outreach-evangelism director provides overall direction and leadership toward involving unreached people in Sunday School classes and departments. This person gives essential leadership to keeping the focus on evangelism. The Sunday School director assumes this role in churches without an outreach-evangelism director. In churches using FAITH, the FAITH Director should full this position.

PRIMARY RESPONSIBILITIES

- Meet regularly with the Sunday School Planning Team.
- Assist in discovering, enlisting, and training age-group division outreach-evangelism directors and outreach-evangelism leaders for youth and adult departments and classes.
- Promote outreach and evangelism objectives with other leaders and members.
- Guide all actions for outreach-evangelism through Sunday School ministry, and coordinate those efforts with other church outreach and evangelism efforts.
- Lead in keeping the focus on evangelism.
- Ensure that accurate records are kept so that contacts with visitors and prospects can be effectively maintained and Sunday School classes and departments can effectively work to meet needs.
- Lead in evaluating outreach and evangelism efforts made through Sunday School ministry.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

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Responsibilities-General Leaders

Sunday School Secretary

BASIC ROLE

The Sunday School secretary assists the Sunday School Planning Team by providing vital support related to record keeping, reports, and other communications; securing Bible study curriculum, supplies, and other resources; and coordinating the distribution of resources. The Sunday School director or outreach-evangelism director assumes this role in churches without a Sunday School secretary.

PRIMARY RESPONSIBILITIES

- Meet regularly with the Sunday School Planning Team.
- Process and maintain general records for Sunday School and compile reports, including prospect information.
- Coordinate ordering and distribution of Bible study curriculum materials, supplies, and other resources.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.