

# ESSENTIALS *for* EXCELLENCE

CONNECTING SUNDAY SCHOOL TO LIFE

## Responsibilities of Special Education Sunday School Leaders

### Department Director

*Concentrates efforts on the overall picture within the departments.*

1. Secures literature.
2. Enlists workers.
3. Identifies and evaluates leader training opportunities and needs.
4. Represents department on Sunday School Planning Team (Sunday School Council) if there is no division director.
5. Serves as teacher or substitute teacher if needed.

### Leader

*Has direct connection with class members.*

1. Leads Bible teaching and activities in Sunday School class.
2. Contacts members throughout the week.
3. Encourages strong relationships with class members and church.
4. Participates in planning and training opportunities.
5. Serves as director, outreach leader, secretary when needed.

### Outreach Leader

*Is responsible for evangelism, outreach, and contacts.*

1. Plans outreach opportunities.
2. Coordinates with leaders/teachers to ensure absent members are contacted.
3. Ensures potential members or visitors are contacted.
4. Coordinates overall Sunday School outreach ministry.
5. Serves as teacher or substitute teacher when needed.

### Secretary

*Keeps all records.*

1. Maintains department attendance records.
2. Orders literature (or checks order, distributes to teachers and class members).
3. Coordinates efforts with outreach leader.
4. Continually updates information on class members and prospects.
5. Serves as teacher or substitute teacher when needed.

### Division Director

*Coordinates department within the overall church/ Sunday School ministry structure.*

1. Budgets needs of each department.
2. Enlists leaders.
3. Attends all Sunday School Planning Team (Sunday School Council) or division director meetings.
4. Creates awareness and opportunities for inclusion into church activities.
5. Serves as teacher or substitute teacher if needed.