

# ESSENTIALS *for* EXCELLENCE

## CONNECTING SUNDAY SCHOOL TO LIFE

### Responsibilities of Student Sunday School Leaders

#### Student Leader

Youth who serve as student leaders should:

- Be disciples and conduct themselves in a way that honors God.
- Witness to peers, leading them to faith in Jesus Christ and church membership.
- Help plan, promote, and participate in fellowship opportunities; encourage group members to participate in building fellowship.
- Assist the teacher in reaching youth through personal and group visitation and encourage the involvement of class members in personal visitation and group outreach events.
- Be personally involved in the Bible studies, encourage peers to be personally involved, and enlist class members to accept assignments in the Bible studies.
- Maintain a personal quiet time, participate in corporate worship, and encourage other youth to do the same.
- Assist the teacher in leading the class, serving as a link between the teacher and class members. Occasionally, participate in weekly leadership meetings.
- Be a member of a Student FAITH team, if in a FAITH church.

#### Teacher

A teacher is responsible to:

- Live by the principle that the leader is the lesson and Sunday School is a seven-day-a-week strategy.
- Administer the growth of a Student Sunday School class by planning weekly for effective Bible study.
- Participate in training opportunities.
- Evangelize youth and the adults who influence them through regular contacts, participation in

personal visitation, and class outreach events.

- Disciple teenagers in their relationship with God.
- Enlist and train youth to serve as class leaders.
- Guide youth to fellowship with each other as well as with the entire church.
- Minister to teens and their families and lead youth to care for one another.
- Lead youth to worship by helping them develop a lifestyle that includes personal quiet times and participation in corporate worship.
- Teach youth the Bible using a variety of teaching-learning approaches and prayerfully guiding youth toward spiritual transformation.

#### Department Director

In addition to the teacher's responsibilities, a department director should:

- Participate in the growth of Student Sunday School through annual planning, communication, organization, and evaluation of the work of the department; lead weekly leadership meetings.
- Work with the department outreach-evangelism director and/or division director to plan department outreach events for teenagers and leaders.
- Guide the department (large-group) time during Sunday School. The department director also relates department training needs to the division director.
- Plan evangelism training opportunities for department members and lead all members of the department to become involved in witnessing to the unsaved.
- Promote fellowship among youth class members and others on the leadership team by planning quarterly fellowship opportunities.

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### Responsibilities-Student

- Encourage students and leaders to develop personal quiet times and participate in corporate worship, including leading department worship experiences.

#### Department Outreach-Evangelism Leader

The department outreach-evangelism leader is responsible to:

- Administer the planning and conducting of department outreach and evangelism activities through annual planning, communication, and weekly leadership meetings.
- Evangelize youth through participation in personal visitation and group outreach events and equipping all other Student Sunday School members and leaders in developing their evangelism skills.
- Function as a leader in Student FAITH, if the church is a FAITH church.
- Minister to leaders, members and nonmembers, and lead youth and leaders to care for members and nonmembers and their families.

#### Department Secretary

The responsibilities of the department secretary are to:

- Process and maintain department records and compile reports for department leaders.
- Reach and witness to students and their families through participation in personal visitation and group outreach events, process and maintain visitation records, and maintain an up-to-date prospect file.
- Participate in weekly leadership meetings by providing record information.

- Maintain all department supplies, including ordering and distributing periodicals.

#### Division Director

The student minister, in some cases, may serve as division director. Responsibilities are to:

- Coordinate the work of multiple departments, guiding them to set goals, and evaluate progress.
- Coordinate annual planning, communication, training opportunities, and generally coordinate the work of student department directors and any student division-level leaders.
- Lead the Student Division to develop and maintain an effective evangelism strategy.
- Promote fellowship among youth and the leadership team, and among adult members of the leadership team.
- Plan and participate in ministry to student leaders, teens, and families of teens.
- Lead all or part of the weekly leadership meetings.
- Teach as a substitute when needed, to stay in touch with the needs of youth and to serve as a model for other Student Sunday School leaders.
- Plan special Student Bible study groups and projects (VBS, January Bible Study, and so forth).
- Communicate regularly with the student minister to plan, organize, evaluate, and conduct the work of Student Sunday School.
- Lead teenagers to worship by coordinating the planning, training, and implementation of emphases that encourage personal quiet times and participation in corporate worship.

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### **Responsibilities-Student**

#### **Student Minister**

Sunday School responsibilities of the student minister are to:

- Provide administrative support and resources, including budget, for Student Sunday School leaders.
- Participate in personal visitation and group outreach events.
- Equip youth and leaders to become involved in evangelizing the unsaved.
- Model sound Sunday School methods and principles in all training opportunities for members of the Student Sunday School leadership team.
- Promote fellowship among the youth and the leadership team.
- Minister to leaders and members, nonmembers, and their families. Lead students and leaders to minister to members, nonmembers, and their families.
- Disciple youth by helping them develop personal quiet times and participate in corporate worship.
- Involve teenagers and Student Sunday School leaders in planning and conducting special student worship opportunities.