

ESSENTIALS *for* EXCELLENCE

CONNECTING SUNDAY SCHOOL TO LIFE

Responsibilities of Adult and Young Adult Sunday School Leaders

Division Director

An Adult Division director is responsible to the Sunday School director for the total ministry of the Adult Division, which includes planning, organizing, enlisting department directors, and evaluating the work. The division director serves on the Sunday School Leadership Planning Team (Sunday School Council) and works closely with other members of that team as well as with the Adult Division and department leaders.

PRIMARY RESPONSIBILITIES

- Meet regularly with the Sunday School Planning Team meeting.
- Coordinate the work of the division and determine organizational needs.
- Discover, enlist, and train new leaders.
- Evaluate, encourage, affirm, and direct adult leaders in their ministries.
- Meet regularly with department leaders for planning and evaluation.
- Evaluate needs related to space, budget, Bible study curriculum, supplies, and other resources. Recommend actions related to needs.
- 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.

Division Outreach-Evangelism Director

The Adult Division outreach-evangelism director works with the Adult Division director and the Sunday School outreach-evangelism director to lead the Adult Division in outreach and evangelism. This leader works closely with adult department leaders. In churches using FAITH Sunday School Evangelism Strategy®, this person should be a FAITH Group Leader or Team Leader.

PRIMARY RESPONSIBILITIES

- Coordinate all evangelism and outreach activities of the division.
- Coordinate prospect-discovery efforts for the division.
- Assist in training division and department leaders and members in evangelism and outreach.
- Evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
- Promote outreach and evangelism objectives with other leaders and members.
- Maintain active division and department prospect records.
- Greet visitors and guide them to the meeting place for their Bible study group.
- 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.

Division Secretary

The Adult Division secretary provides vital support related to record keeping, reports, and other communication; ordering Bible study curriculum materials, supplies, and resources; and coordinating distribution of resources.

PRIMARY RESPONSIBILITIES

- Meet regularly with division leadership.
- Process and maintain general records for the division and compile reports as requested, including prospect information.
- Coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
- 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.

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Responsibilities-Adult and Young Adult

Department Director

An adult department director is responsible to the Adult Division director for the total ministry of the department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

PRIMARY RESPONSIBILITIES

- Lead in planning and administering the total work of the department.
- Meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
- Serve as a greeter or host for the department.
- Evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources. Recommend actions related to needs.
- In nondepartmentalized Sunday Schools, maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of Sunday School.
- 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.

Department Visitation-Evangelism Leader

An adult department visitation-evangelism leader works with the Adult Division outreach-evangelism director, adult department director, and adult teachers to lead an adult department in outreach and evangelism.

In churches using the FAITH Sunday School Evangelism Strategy®, this person works with the division outreach-evangelism leader to administer the department's involvement in FAITH.

PRIMARY RESPONSIBILITIES

- Coordinate all evangelism and outreach activities of the department.
- Coordinate prospect-discovery efforts for the department.
- Assist in training department leaders and members in evangelism and outreach.
- Evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
- Promote outreach and evangelism objectives with other leaders and members.
- Maintain active department prospect records.
- Greet visitors and guide them to the meeting place for their Bible study group.
- 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.

Department Secretary

An adult department secretary assists department and class leaders by providing 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.

PRIMARY RESPONSIBILITIES

- Meet regularly with the department leadership team.
- Process and maintain general records for the department and compile reports as requested, including prospect information.
- 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.

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Responsibilities-Adult and Young Adult

BASIC

Begin by developing a *Basic* organization for the class and then develop leaders based on ~~EXPANDED~~ and ~~EXPANDED~~ **PLUS+** organizations. The adult class organization should always be expanding as it enlarges and as members leave to assume areas of service. Ultimately, the goal of every adult class is to birth new classes at least every two years.

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 lives 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 himself or herself in building positive relationships with participants; and involve learners in meaningful Bible study.

PRIMARY RESPONSIBILITIES

- Prepare his or her life as the primary leader of the class.
- Enlist a ministry coordinator who will help organize the class to function as an open group.
- Enlist an apprentice to mentor, toward the goal of starting a new unit or serving in another age group within two years.
- Lead the class to encounter God's Word during the Bible study session.
- Encourage and share ways the class might continue personal Bible study after the class session.

- Lead the class to multiply by working with church leaders to start new units and by sending members out to serve.
- 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.
- 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.

Ministry Coordinator

An adult ministry coordinator leads the class to function as an open group by working with the teacher and other church leaders.

PRIMARY RESPONSIBILITIES

- Register guests and keep accurate attendance records.
- Develop and implement plans for leading the class in evangelism, including training and follow-up of guests and prospects.
- Assume leadership in developing processes to care for class members.
- Assume leadership in involving the class in fellowships outside of Sunday School to build ongoing relationships.
- When appropriate, enlist leaders in the Expanded and Expanded Plus+ organizations who will multiply the work of the class.
- 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.

Apprentice

An adult apprentice is enlisted from an adult Bible study group to assist a teacher in his or her major responsibilities and/or to prepare to start a new Bible study unit within two years.

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Responsibilities-Adult and Young Adult

PRIMARY RESPONSIBILITIES

- Serve as a substitute when needed.
 - Teach a minimum of once every six weeks and more often as the class prepares to start a new unit.
 - Work with the teacher and the ministry coordinator to lead the class to function as an open group.
 - Assist the teacher in facilitating the spiritual and service growth of class members.
 - Plan, promote, and participate in discipleship studies beyond Sunday School.
 - 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.
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EXPANDED

Class Visitation-Evangelism Coordinator

An adult class visitation-evangelism coordinator works with the class ministry coordinator, teacher, and apprentice to develop and implement a class evangelism strategy. In churches using the FAITH Sunday School Evangelism Strategy®, this person works with the department visitation-evangelism leader to administer class involvement in FAITH.

PRIMARY RESPONSIBILITIES

- Coordinate prospect-discovery and prospect-enlistment efforts of the class.
- Oversees process which assure that guests are properly welcomed and registered.
- Plans for consistent follow-up of guests.
- Responsible for overseeing processes to train class members to share their faith.
- Personally enlists class members to help implement visitation and evangelism processes and strategies.

EXPANDED PLUS+

Class Fellowship Coordinator

Works with the ministry coordinator and other class leaders to develop ways to encourage the development of closer friendships and personal relationships. This assignment includes planning ongoing activities and events that bring people together for fun and fellowship. This leader is responsible for providing opportunities for the class to build a sense of community.

Prayer Coordinator

Guides the class toward spiritual transformation through encouraging personal daily devotional and Bible study activities. This person leads the class to become involved in the church's prayer ministry and coordinates the prayer ministry of the class.

Missions Coordinator

Leads the group to support missions giving and participate in mission education and ministry projects. This leader works with the ministry coordinator, other class leaders, and church leaders to plan and coordinate class involvement in church- and class-sponsored mission and ministry projects.

Participants

All Bible study group leaders, teachers, directors, and pastoral leaders needed now or in the future may be found on the membership or prospect lists of today's Bible study groups. Every participant should receive the opportunity to serve according to the leadership of the Holy Spirit. Those opportunities are offered through Adult Sunday School.