

# *Adult Sunday School Class Ministry Positions*

In one way, every member of a Sunday School class is a leader. Everyone is responsible for the work of a class. However, selected people have specific responsibilities for guiding others in achieving the functions of the class.

Each leadership responsibility relates directly to accomplishing one or more functions of the Sunday School class. Here are suggestions for developing job descriptions for key adult leaders.

## **CLASS LEADERSHIP TEAM**

An adult class can be organized with one person assigned to lead the class to accomplish one of the functions; classes also can be organized into teams assigned to one or more of the functions, with one person serving as team leader. Consider these duties for class leaders:

### **Teacher**

- Coordinate the work of the class, giving attention to achieving the functions of the Sunday School.
- Lead participants in studying and applying the Bible.
- Enlist and train other class leaders.
- Contact members regularly.
- Lead in assimilating new members into the life of the class.
- Help members grow toward spiritual maturity by identifying and recommending opportunities that lead to discipleship development.
- Lead the class to identify additional opportunities for reaching members and prospects for Bible study.

### **Outreach-evangelism Leader**

In churches using the FAITH Sunday School Evangelism Strategy, members of this team should be on a FAITH Team.

- Lead the class to discover, witness to, enroll, and minister to lost and unchurched prospects.
- Maintain prospect file with up-to-date information.
- Assign prospects to class leaders and members for cultivation, ministry and witness visitation, and follow-up.
- Develop an accountability system for making and reporting contacts to prospects.
- Provide evangelism training for members.
- Enlist members to represent the class in outreach visitation.

- Create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
- Work with the teacher and department leaders to identify opportunities for starting additional Bible study groups that focus on unreached adults.

### **Fellowship Leader**

- Lead the class to plan and participate in regular class social events. Work with department leaders to coordinate fellowship opportunities with other classes or age divisions.
- Lead the class to include prospects as well as members-in-service in fellowship opportunities.
- Create an atmosphere conducive to members building relationships with one another as together they build upon their relationship with God.
- Lead actions that help new members be assimilated into the fellowship of the class and the team or group to which they are assigned.
- Work with the teacher to identify ways to assimilate new members and reinvolve long-time absentees.

### **Prayer or Worship Leader**

- Lead in identifying and reporting prayer concerns and praises of members and prospects.
- Work with the teacher and department leaders in providing resources for conducting and enhancing daily devotions as well as special prayer/worship retreats.
- Strengthen the prayer ministry of the class by focusing on weekday activities that involve members in prayer for the class and church so adequate time is given for Bible study in class.
- Create a worshipful atmosphere, encourage participation in the church's corporate worship events.
- Lead small-group worship experiences, and encourage personal worship in home and family settings.

### **Care Leaders**

- Cultivate, contact, minister to, and lead in discipline as many as six assigned class members.
- Create an atmosphere in which members and prospects can experience direct care and concern for life's needs and avenues through which they may identify and implement ministry and mission projects that utilize the gifts and abilities of class members.
- lead out in intercessory prayer as a integral ministry and missionary efforts of the class.

### **Secretary**

- Gather and report all information regarding members and prospects and all activities for the class. Provide regular reports to department and/or general Sunday School secretary.

## **THREE NEW POSITIONS:**

### **Class Coordinators**

Class coordinators are adults who may be enlisted for adult or youth Bible study classes to direct the overall work of the class, relieving the teacher of administrative responsibilities. The class coordinator works closely with both the teacher and class team leaders to ensure that all functions are addressed appropriately and that the class is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and building Great Commission Christians.

### **Apprentices**

Apprentices are enlisted from adult classes by teachers of Bible study classes, departments, and other Bible study groups to assist a teacher in his major responsibilities and/or to prepare to start a new Bible study unit within two years. The apprentice serves as a substitute for the teacher when the teacher must be absent.

### **Discipleship Leader**

Create an atmosphere that encourages believers to grow in maturity in Christ; monitor the discipleship needs of believers and work with the church's Discipleship director to provide learning opportunities focused to address those needs.

## **The Member**

### **Basic Role**

The people who attend Sunday School classes, departments, and other Bible study groups are not merely the intended recipients of Sunday School's ministry. They are the grassroots ministers.

Sunday School is concerned with building Great Commission Christians. All of the class leaders, teachers, directors, and pastoral leaders needed for now and in the future may be able to be found on the membership or prospect lists of Sunday School classes. Every participant should receive an opportunity to serve according to the leadership of the Holy Spirit. These opportunities may be provided through their participation in Sunday School.

### **Major Responsibilities**

- Participate in personal and group Bible study regularly, giving attention to the leadership of the Holy Spirit in one's life.
- Be receptive to God's efforts to draw people to faith in Christ through His Word, His Spirit, and His people.
- Actively participate in efforts to lead others toward faith in the Lord Jesus Christ.
- Participate individually and with the class to serve Christ through evangelism, discipleship, fellowship, and ministry.

- Follow God's leadership in responding to opportunities to grow spiritually and to serve God's people in leadership roles.

### **Department Leadership Team**

The adult department is an organizational structure designed to coordinate several classes in a designated age range or affinity group. The department leadership team coordinates the planning and fulfilling of the functions of the Sunday School related to the department and its classes. The leadership team includes the director, department outreach-evangelism leader, secretary, and teachers. In many churches, additional people are enlisted to assist with selected responsibilities.

### **Department Director**

- Lead in discovering and enlisting all other department leaders.
- Guide the team in weekly planning related to each function of the Sunday School.
- Guide the strategy for starting classes through the department to target unreached age range or affinity groups.
- Arrange for (and sometimes lead) training events for leaders and members of the department.
- Monitor the process of assimilating new members and discipline believers through the work of the department.
- Lead the department period on Sunday mornings, focusing on fellowship, prayer, and reporting ministry and outreach opportunities. The department period can be used to introduce the Bible lesson when coordinated with teachers.

### **Outreach-evangelism Leader**

In churches using the FAITH Sunday School Evangelism Strategy, members of this team should be on a FAITH Team.

- Guide the department to discover, visit, witness to, enroll, and minister to lost and unchurched prospects.
- Provide training for class leaders and members in outreach and evangelism. Assign prospects to classes for cultivation and follow-up.

### **Secretary**

- Gather and report all information regarding members and prospects and all activities for the department. Provide regular reports to the Sunday School secretary.