

## How to Establish an Enrollment Policy

**PURPOSE:** To help the church establish an enrollment policy that enhances the church's outreach, makes it easy to enroll persons in Bible study, and provides for keeping the enrollment up-to-date.

1. Appoint or enlist a group of Sunday School leaders to recommend an enrollment policy for the church or mission.
2. Lead the group to study Section 5 of Sunday School for a New Century, especially pages 137-138.
3. Prepare a proposed policy that includes a statement of rationale for Sunday School enrollment and tells when and how a person can be enrolled. Give strong consideration to a policy that allows a person to be enrolled anytime, anywhere, so long as the person agrees to be enrolled. Some churches enroll persons automatically whenever they unite with the church. Still others include an invitation to enroll in Sunday School on the application for church membership card.
4. Include in the policy a statement that clarifies under what circumstances a person's name can be removed from the roll. Ordinarily, a person's name should be removed only in (1) the member dies, (2) moves away, or (3) joins another church or Sunday School.
5. Publicize the proposed policy giving full rationale for it and explaining each item.
6. Take the proposal to the church for approval. Again provide the rationale for such a policy and answer all questions fully.
7. Following church approval, provide copies of the policy to all Sunday School workers and print it in the newsletter.
8. Train all Sunday School workers to enroll persons. Include help on use of the various record forms.
9. Authorize only one person to add or drop names and then only with the approval of the Sunday School director.
10. Consistently communicate that the Sunday School roll is more than a list of names. The Sunday School roll is a list of persons who have expressed a desire to be a part of the church's outreach, Bible teaching, and ministry. These persons need to be a part of a loving, caring group that is committed to helping them grow and become all that the Lord wants them to be.