

The Pastor/minister

Basic Role

The pastor is the primary leader of a Sunday School. Rarely will a Sunday School stay on its purpose without the visible, vital leadership of its pastor. The pastor and/or other ministers on the church staff are responsible for the overall direction of all of the church's ministries including the Sunday School. The pastor works with the Sunday School Council (Planning Team) to set goals and evaluate the Sunday School's work in worship, evangelism, fellowship, discipleship, and ministry.

Major Responsibilities

- provide overall leadership to the Sunday School Council (Planning Team)
- lead the team in keeping the Sunday School focused on its purpose
- give vital and visible support to Sunday School and its leaders
- communicate the overall mission (purpose) and message of the Sunday School to the entire church
- guide team members toward spiritual maturity and assist them in developing skills that enhance their ability to fulfill their responsibilities
- set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church

Sunday School Director

Basic Role

The Sunday School director serves as the general administrative leader of a church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching purpose of the Sunday School. He leads in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals and objectives toward the Sunday School's stated purpose.

If a church's Sunday School strategy includes Bible study groups other than Sunday School departments and classes and the number of these Bible study groups requires additional administrative leadership, a Bible Study Group's director should be enlisted. This person is responsible to the Sunday School director and carries roles and responsibilities for the Bible study groups that parallel that of the Sunday School director.

Major Responsibilities

- meet regularly with the Sunday School Council (Planning Team)
- communicate goals and actions to leaders and participants and evaluate progress
- lead in developing an effective organization that facilitates spiritual transformation

- lead in efforts to call participants into service and in enlisting and developing new leaders
- lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and recommend needed actions
- set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church

Outreach – Evangelism Director

Basic Role

The outreach-evangelism director provides special leadership toward involving unreached people in Sunday School classes and departments and other Bible study groups. The general outreach-evangelism director provides overall direction and leadership to these efforts for the entire Sunday School. This person gives essential leadership to keeping the focus of the Sunday School on the priority of evangelism. The Sunday School director assumes this role in churches without an outreach-evangelism director.

Major Responsibilities

- meet regularly with the Sunday School Council (Planning Team)
- assist in discovering, enlisting, and training age-group division outreach-evangelism directors and outreach-evangelism leaders for youth and adult departments and classes
- promote outreach and evangelism objectives with other leaders and members of the Sunday School
- guide all actions for outreach and evangelism through the Sunday School, and coordinate those efforts with other church outreach and evangelism efforts
- lead in keeping the focus of Sunday School on the priority of evangelism
- ensure that accurate records are kept so that contacts with visitors and prospects can be effectively maintained and Sunday School classes, departments, and Bible study groups can effectively work to meet needs lead in evaluating the outreach and evangelism efforts of the Sunday School
- set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church

Sunday School Secretary

Basic Role

The Sunday School secretary assists the Sunday School Council (Planning Team) by providing vital support related to record keeping, reports and other communications; securing Bible study curriculum, supplies, and other resources; and coordinating the

distribution of resources. The Sunday School director or outreach-evangelism director assumes this role in churches without a Sunday School secretary.

Major Responsibilities

- meet regularly with the Sunday School Council (Planning Team)
- process and maintain general records for the Sunday School and compile reports related to the general work of the Sunday School, including prospect information
- coordinate ordering and distribution of all Bible study curriculum, supplies, and other resources
- set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church