



## Service Opportunities

### 1. Teacher/Facilitator

Responsible for leading the class to develop an environment in which people have the opportunity to accept Christ and mature as Christians.

This is accomplished as the teacher does the following.

- Prepare his or her life as the primary spiritual and ministry leader of the class.
- Enlist individuals to lead the class in fulfilling the areas of reaching and ministry.
- Lead the class to function as an open group, expecting new people every week.
- Lead the class to encounter and apply God's Word during the Bible study session.
- Lead the class to continue personal Bible study and apply Bible truth throughout the week.
- Lead the class to multiply by working with church leaders to start new classes and by sending members out to serve.

### Apprentice

An apprentice is enlisted to assist the teacher in his/her major responsibilities and to prepare to start a new Sunday School class within two years. The Apprentice is trained and equipped by the teacher in all aspects of Adult Sunday School, including how to effectively teach and apply an Adult Sunday School lesson and enlist and train class leaders. The apprentice serves as a substitute for the teacher when the teacher must be absent.

### 2. Group Administrator

Responsible to the Teacher for organizing the class and ensuring class leaders perform their duties.

- Leads the class prior to the Bible teaching time.
- Enlists and trains class leaders to function in their area of responsibility.
- Class leaders may include Care Group Leaders, Outreach Leader, Prayer Leader, Secretary, Greeters, Fellowship Leader, Mission Leader, Secretary, etc.

## **Service Opportunities**

### **3. Outreach Leader**

The Outreach Leader is responsible to the Superintendent and works with class members to develop and implement a strategy to discover and invite prospective members. The strategy should include:

- Help class members discover prospects.
- Prepare contact and visitation assignments for members to use in visiting and contacting potential members.
- Lead members to follow up so guests and other prospects are given opportunity to join and connect with the class.
- Identify training opportunities so members can focus on sharing their faith.
- Lead class members to pray for unchurched persons and engage in opportunities to invite them to be part of the class.

### **4. Secretary**

The class Secretary is responsible to the Superintendent for compiling and reporting records of class attendance.

- Pick up class roll and other material from the central class records area.
- Mark all members present on class roll sheets weekly.
- Complete guest registration forms on all guests.
- Return class records to the Sunday School Office in a timely manner.
- Assist in completing and turning in quarterly literature orders.

### **Optional**

To assist the Care Group Leaders in contacting members assigned to their group, consider the following actions:

- Make copies of the class roll once attendance is taken. One copy per care group leader and teacher.
- Highlight the names of care group members assigned to a care group leader.
- Provide the teacher a copy of the class roll with attendance marked.

## Service Opportunities

### 5. Care Leader

The Care Leader is responsible to the Superintendent for the ministry to class and in-service members. In larger classes this person is responsible for seeing that class Care Group Leaders regularly contact their assigned members and report the results of their contacts to the Care Leader or Class Prayer Leader. The number of Class Care Groups will vary according to the size and structure of the class.

- Divide the class members and in-service members into balanced groups, not to exceed six people, or 3-4 couples per group.
- Consider assigning men to a male Care Group Leader and ladies to a female Care Group Leader. When a Care Group Leader is responsible for a couple, usually the person who answers the phone is the only one who receives a contact. When the husband and wife are each assigned to a Care Group, both will receive a contact and ministry each week.

### 6. Care Group Leaders

The Care Group Leader is responsible to the Care Leader or Teacher for providing consistent and systematic ministry to assigned class and in-service members.

- Contact assigned members and in-service members each week, not just absent members.
- Ask if the member has any prayer requests that the class can pray for.
- Report prayer requests and other needs identified to the class Prayer Leader and Teacher.

### 7. Prayer Leader

The Prayer Leader is responsible to the Superintendent and encourages members to engage in prayer daily.

- Develop a system to receive prayer requests from members and Care Group Leaders on Sundays and during the week.
- Lead the class prayer time each week.
- Share answered prayer each week through class time and email updates.
- Provide copies of devotional magazines, such as *Journey*, *Stand Firm*, or *LifeWalk* to help members with a systematic daily Bible reading and prayer time.
- Organize a prayer chain for special times when prayer is needed.
- Participate in the prayer ministry of the church.

# Service Opportunities

## 8. Fellowship Leader

The Fellowship Leader is responsible to the Superintendent for leading the class to become closer to one another by providing fellowship among class members.

- Work with class leaders to provide fellowship activities for the class on Sunday mornings (food, coffee, juice, etc.).
- Plan class social events every 4-6 weeks where members, potential members and in-service members can build and strengthen personal relationships.
- Stay informed of all church-wide fellowship and recreation activities and encourage class members to participate.

## 9. Group Greeter/Hosts/Hostess

The class Greeter or Hosts/Hostess is responsible for greeting people as they arrive for class.

- Create a warm, caring, and genuine atmosphere for friendship and fellowship.
- Introduce guests to the teacher and class members.
- Offer the guests refreshments (if available).
- Provide guests a copy of the personal study guide (member book).
- Assist the guests in completing any registration forms.
- Invite the guests to sit with you in worship. Introduce guests to Pastor and staff members as appropriate.

## 10. Mission Leader

The class Mission Leader reports to the Superintendent and leads the class to engage in mission activities.

- Work with the church mission leaders to identify mission projects the class can conduct.
- Receive input from class members on mission projects that the class can conduct.
- Organize and lead the class to conduct the mission project.