

Officers for Sunday School Classes **Responsibilities & Duties**

Bible Study Teacher - The Bible study teacher is the person responsible for teaching people the Bible and leading people to apply the Bible lesson to everyday life. The study teacher must be a person of integrity who will prepare in advance to teach the bible lesson. He/She should be setting an example of commitment and dedication to his class members, plus always be on Time.

Class President / Administrator – (Optional position / the substitute teacher may be responsible for these duties) The Class president is the person responsible for beginning the class period. He/She should see that the class always starts on time, and stays on schedule. The class president will welcome everyone present, recognize visitors, receive prayer request, make announcements, plus open the class with prayer. The class president must be committed to seeing that all class fellowship and business is completed no later than 10am.

Class Secretary- The Class Secretary is the person responsible for compiling and reporting class membership, attendance records, and finances.

Outreach / Inreach Director- The Outreach Director is the person responsible for leading the class to discover, contact, and enroll prospects for the Bible study class. The outreach director will enlist other class members to help him/her contact the prospects. A prospect list should be reviewed and updated each week, and always growing.

Care Group Director- The Care Group Director is the person responsible for seeing that every person on the class roll is contacted on a regular schedule, and is receiving ministry. In a large class the care group director will have several assistant care group directors to help in making contacts. Sending special occasion cards, helping with personal needs, providing covered dish meals in times of sickness and deaths, are just some of the areas targeted as a Care Group Worker.

Fellowship Director- The Fellowship Director is the person responsible for planning, coordinating, and conducting the class social events. The class should have at least one social event per quarter, not including special holiday fellowships. He/She will also serve on a committee for Church wide Sunday School sponsored social events.