

## **ADULT DIVISION DIRECTOR**

An Adult Division Director is responsible to the Sunday School director for the total ministry of the Adult Division, which includes planning, organizing, enlisting department directors, and evaluating the work. The division director serves on the Sunday School Leadership Planning Team/Sunday School Council and works closely with other members of that team as well as with the Adult Division and department leaders. The primary responsibilities are to:

- ➔ meet regularly with the Sunday School Council.
- ➔ coordinate the work of the division and determine organizational needs.
- ➔ discover, enlist, and train new leaders.
- ➔ evaluate, encourage, affirm, and direct adult leaders in their ministry.
- ➔ meet regularly with department leaders for planning and evaluation.
- ➔ evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources; recommend actions related to needs.
- ➔ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT DIVISION OUTREACH-EVANGELISM DIRECTOR**

The Adult Division outreach-evangelism director works with the Adult Division director and the Sunday School outreach-evangelism director to lead the Adult Division in outreach and evangelism. This leader works closely with adult department leaders. In churches using FAITH Sunday School Evangelism Strategy, this person should be a FAITH group leader or team leader. The primary responsibilities are to:

- ➔ coordinate all evangelism and outreach activities of the division.
- ➔ coordinate prospect-discovery efforts for the division.
- ➔ assist in training division and department leaders and members in evangelism and outreach.
- ➔ evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
- ➔ promote outreach and evangelism objectives with other leaders and members.
- ➔ maintain active division and department prospect records.
- ➔ greet visitors and guide them to the meeting place for their Bible study group.
- ➔ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT DIVISION SECRETARY**

The Adult Division secretary provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum, supplies, and other resources; and coordinating the distribution of resources. The primary responsibilities are to:

- ➔ meet regularly with the division leadership team.
- ➔ process and maintain general records for the division and compile reports as requested, including prospect information.
- ➔ coordinate ordering and distribution of Bible study curriculum materials, supplies, and other resources.
- ➔ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT DEPARTMENT DIRECTORS**

An adult department director is responsible to the Adult Division director for the total ministry of the department. The department director works closely with teachers, encouraging them in fulfilling their responsibilities. The primary responsibilities are to:

- ➡ lead in planning and administering the total work of the department.
- ➡ meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
- ➡ serve as a greeter or host for the department.
- ➡ evaluate needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend actions related to needs.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.
- ➡ in nondepartmentalized Sunday Schools, maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of the Sunday School.

## **ADULT DEPARTMENT OUTREACH-EVANGELISM LEADER**

An adult department outreach-evangelism leader works with the Adult Division outreach-evangelism director, adult department director, and adult teachers to lead an adult department in outreach and evangelism. In churches using FAITH Sunday School Evangelism Strategy, this person works with the division outreach-evangelism leader to administer the department's involvement in FAITH. The primary responsibilities are to:

- ➡ coordinate all evangelism and outreach activities of the department.
- ➡ coordinate prospect-discovery efforts for the department.
- ➡ assist in training department leaders and members in evangelism and outreach.
- ➡ evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
- ➡ promote outreach and evangelism objectives with other leaders and members.
- ➡ maintain active department prospect records.
- ➡ greet visitors and guide them to the meeting place for their Bible study group.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT DEPARTMENT SECRETARY**

An adult department secretary assists department and class leaders by providing vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources. The primary responsibilities are to:

- ➡ meet regularly with the department leadership team.
- ➡ process and maintain general records for the department and compile reports as requested, including prospect information.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT TEACHER**

An adult teacher is responsible for leading people toward faith in Christ and guiding them to serve Him through evangelism, discipleship, fellowship, ministry and worship. In pursuing this mission, a teacher must understand that teaching moves beyond the Bible study session into the daily living of participants. A teacher must look for opportunities to mentor participants before and after Bible study sessions; ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit; invest himself or herself in building positive relationships with participants; and involve learners in meaningful Bible study. The major responsibilities are to:

- ➡ lead a small group of adults in meaningful Bible study.
- ➡ build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet their needs.
- ➡ maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of Sunday School.
- ➡ lead participants toward faith in the Lord Jesus Christ and guide them to serve Him through evangelism, discipleship, fellowship, ministry, and worship; organize the class to support that work effectively.
- ➡ enlist an apprentice from the group for the purpose of teaching a new adult class or working in another age group as a teacher within two years.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT CLASS COORDINATOR**

An adult class coordinator may be enlisted to direct the overall work of the class, relieving the teacher of administrative responsibilities. A class coordinator works closely with both the teacher and class team leaders to ensure that all key areas of work 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 through involvement in evangelism, discipleship, fellowship, ministry, and worship.

## **ADULT CLASS OUTREACH-EVANGELISM LEADER**

An adult class outreach-evangelism leader works with the department outreach-evangelism leader to lead the class in outreach and evangelism. In churches using FAITH Sunday School Evangelism Strategy, this person works with the department outreach-evangelism leader to administer class involvement in FAITH. The primary responsibilities are to:

- ➡ coordinate all evangelism and outreach activities of the class.
- ➡ coordinate prospect-discovery and prospect-enlistment efforts of the class.
- ➡ lead class members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
- ➡ maintain class prospect records.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT APPRENTICE**

An adult apprentice is enlisted from an adult class to assist a teacher in his or her major responsibilities and/or to prepare to start a new Bible study unit within two years. An apprentice serves as a substitute when the teacher is absent.

## **ADULT CLASS SECRETARY**

An adult class secretary provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources. The primary responsibilities are to:

- ➡ meet regularly with the class leadership team.
- ➡ process and maintain general records for the class and compile reports as requested, including prospect information.
- ➡ coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
- ➡ set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **ADULT CLASS LEADERS**

Class leaders are enlisted by the teacher of an adult or youth Bible study class to assist with the total work of the class. Class leaders work in one or more of the five key areas of Sunday School work in either a leader-based approach or a team-based approach. The five key areas of work follow. (Generally, the class outreach-evangelism leader leads the key area of evangelism.)

- ➡ Evangelism: Create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ. (In churches using FAITH Sunday School Evangelism Strategy, this class leader or members of this team also should be on a FAITH team.)
- ➡ Discipleship: Create an atmosphere that encourages believers to grow in maturity in Christ; and monitor the discipleship needs of believers and work with the church's Discipleship Training director to provide learning opportunities focused to address those needs.
- ➡ Fellowship: Create an atmosphere conducive to members building relationships with one another as together they build upon their relationship with God; and lead actions that help new members be assimilated into the fellowship of the class and the team or group to which they are assigned.
- ➡ Ministry: 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 missions projects that utilize the gifts and abilities of class members; and lead out in intercessory prayer as an integral part of the ministry and missions activities of the class.
- ➡ Worship: 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.