

Sunday School Leaders Job Descriptions

Written by LifeWay.com Staff

Pastor and Other Ministers

Basic Role

The pastor is the primary leader for a church's Sunday School strategy. The pastor and other ministers on the church staff are responsible for the overall direction of all the church's ministries, including Sunday School. The pastor works with the Sunday School directors and the Sunday School Planning Team to set goals and evaluate the Sunday School's effectiveness in engaging people in evangelism, discipleship, ministry, fellowship, and worship through open Bible study groups.

Major Responsibilities

- Provide overall leadership to the Sunday School Planning Team.
- Lead the Sunday School Planning Team in keeping Sunday School ministry focused on its objective.
- Give vital and visible support to Sunday School and its leaders.
- Communicate the overall mission (objective) and message of 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 by being thoroughly involved 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 ministry. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of Sunday School. He leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives.

Major Responsibilities

- Meet regularly with the pastor and staff to evaluate the work of the Sunday School and set agenda for Sunday School Planning Team Meetings.
- Lead the Sunday School Planning Team Meetings.
- 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; 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 (FAITH Director)

Basic Role

The outreach-evangelism director provides overall direction and leadership toward involving unreached people in Sunday School classes and departments. This person gives essential leaders to keeping the focus on evangelism. The Sunday School director assumes this role in churches without an outreach-evangelism director. In churches using FAITH, the FAITH Director should full this position.

Major Responsibilities

- Meet regularly with the Sunday School 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.
- Guide all actions for outreach evangelism through Sunday School ministry, and coordinate those efforts with other church outreach and evangelism efforts.

- Lead in keeping the focus on evangelism.
- Ensure that accurate records are kept so that contacts with visitors and prospects can be effectively maintained and Sunday School classes and departments can effectively work to meet needs.
- Lead in evaluating outreach and evangelism efforts made through the Sunday School ministry.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

The Sunday School Secretary

Basic Role

The Sunday School secretary assists the Sunday School 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 Planning Team.
- Process and maintain general records for Sunday School and compile reports, 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 by being thoroughly involved in the life and ministry of the church.

Responsibilities of Preschool Sunday School Leaders

Depending on the needs and size of your church, the Preschool Leadership Team may be small or large. This team will have an impact on the lives of preschoolers and their families.

Common Tasks for All Preschool Leaders

1. Participates in prospect discovery, outreach activities, witnessing, and ministry.
2. Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
3. Serves in extended session/ETC.
4. Ministers to preschoolers and their families.
5. Participates in leader training events.
6. Participates regularly in both corporate and personal worship.

Preschool Teacher

1. The preschool teacher is key to learning for the preschooler.
2. Obtains teaching materials and supplies prior to a session.
3. Plans and prepares in advance for individual and small group Bible-learning experiences.
4. Visits, contacts, and ministers to preschoolers and their families assigned for ministry.

Preschool Department Director

1. The department director is responsible for planning, conducting, and evaluating the work of the department.
2. Greets preschoolers and their parents at the door as they arrive and maintains department security system.
3. Enlists and assists in training teachers and substitutes for the department.
4. Leads in planning and preparation.
5. Leads the Bible teaching sessions.

6. Leads group time (in three-year-old and older departments).
7. Assigns responsibilities to teachers for teaching, outreach, and ministry.
8. Maintains department records.

Preschool Division Director

1. A Preschool Division director is needed when there are two or more preschool departments.
2. Coordinates the work of the preschool departments and determines the organizational needs.
3. Determines and enlists preschool department directors and assists with enlisting other team members.
4. Develops a training plan for preschool leadership.
5. Works with leadership team to develop the preschool budget.
6. Coordinates the use of resources by obtaining needed supplies.
7. Orders curriculum.
8. Leads in evaluation of the work of the division.
9. Assists in the coordination of extended session/ETC.
10. Represents the preschool area on the Sunday School Council.

Preschool Division Outreach Leader

1. The division outreach leader works with the division director in coordinating the reaching ministry of Preschool Sunday School.
 2. Participates in weekly visitation, outreach, and witnessing.
 3. Maintains and/or assists in maintaining active division and department prospect records.
 4. Greets visitors on Sunday morning and ensures that preschoolers are placed in the appropriate departments.
 5. Obtains and records department assignments, addresses, phone numbers, and names of parent(s) or caregivers.
 6. Coordinates all the reaching activities of the Preschool Division.
 7. Coordinates prospect discovery projects for the division.
 - 8.
-

Responsibilities of Children's Sunday School Leaders

Children's Teacher

1. Teaches a small group of children during Bible-study time.
2. Reaches out to find and enroll children who need to be in Sunday School.
3. Contacts absentees weekly and all children in assigned groups regularly.
4. Cares for and ministers to assigned children and their families.
5. Witnesses to children and their families.
6. Fellowships with children and their families.
7. Participates in regular planning.

Children's Department Director

1. Leads teachers in all work of department including planning and evaluating.
2. Guides the large-group activities on Sunday morning.
3. Enlists all department workers.
4. Determines training needs for workers.
5. Secures literature and resources with secretary.
6. Maintains department records (if there is no secretary).
7. Represents department on Sunday School council (if there is no Children's Division director).

Children's Secretary

1. Maintains department attendance records.
 2. Maintains department reaching contact records.
 3. Orders literature and other supplies and resources.
 4. Children's Outreach-Evangelism Director
 5. Leads department workers in evangelistic visitation and prospect discovery.
 6. Cooperates with the Sunday School outreach-evangelism director, as appropriate.
-

Responsibilities of Youth Sunday School Leaders

Student Leader

Youth who serve as student leaders should:

1. be disciples and conduct themselves in a way that honors God.
2. witness to peers, lead them to faith in Jesus Christ, and church membership.
3. help plan, promote, and participate in fellowship opportunities; encourage group members to participate in building fellowship.
4. assist the teacher in reaching youth through personal and group visitation and encourage the involvement of class members in personal visitation and group outreach events.
5. be personally involved in the Bible studies, encourage peers to be personally involved, and enlist class members to accept assignments in the Bible studies.
6. maintain a personal quiet time, participate in corporate worship, and encourage other youth to do the same.
7. assist the teacher in leading the class, and serve as a link between the teacher and class members. (Occasionally, the class leader should participate in weekly leadership meetings.)
8. be a member of a Student FAITH team, if in a FAITH church.

Student Teacher

A teacher's responsibility is:

1. to live by the principle that the leader is the lesson and Sunday School is a seven-day-a-week strategy.
2. to administer the growth of a Youth Sunday School class by planning weekly for effective Bible study, and to participate in training opportunities.
3. to evangelize youth and the adults who influence them through regular contacts, participation in personal visitation, and class outreach events.
4. to disciple teenagers in their relationship with God and to enlist and train youth to serve as class leaders.
5. to guide youth to fellowship with each other as well as with the entire church.
6. to minister to teens and their families and to lead youth to care for one another.
7. to lead youth to worship by helping them develop a lifestyle that includes personal quiet times and participation in corporate worship.
8. to teach youth the Bible using a variety of teaching-learning approaches and prayerfully guiding youth toward spiritual transformation.

Student Department Director

In addition to the teacher's responsibilities, a department director:

1. participates in the growth of Youth Sunday School in the church through annual planning, communication, organization, and evaluation of the work of the department; leads weekly leadership meetings.
2. works with the department outreach-evangelism director and/or division director to plan department outreach events for youth and leaders.
3. guides the department (large group) time during Sunday School. The department director also

- relates the department's training needs to the Youth Division Director.
4. plans evangelism training opportunities for department members and leads all members of the department to become involved in witnessing to the unsaved.
 5. promotes fellowship among youth class members and others on the leadership team by planning quarterly fellowship opportunities.
 6. encourages youth and leaders to develop personal quiet times and participate in corporate worship, including leading department worship experiences.

Student Department Outreach-Evangelism Leader

The department outreach-evangelism leader's job responsibilities include:

1. administering the planning and conducting of department outreach and evangelism activities through annual planning events, communication, and weekly leadership meetings.
2. evangelizing youth through participation in personal visitation and group outreach events and equipping all other Youth Sunday School members and leaders in developing their evangelism skills.
3. functioning as a leader in Student FAITH, if the church is a FAITH church;
4. ministering to leaders, members, and nonmembers, and leading youth and leaders to care for members and nonmembers and their families.

Student Department Secretary

The responsibilities of this job include:

1. to process and maintain department records and to compile reports for department leaders.
2. to reach and witness to youth and their families through participation in personal visitation and group outreach events, to process and maintain visitation records, to maintain an up-to-date prospect file.
3. to participate in weekly leadership meetings by providing record information.
4. to maintain all department supplies, including ordering and distributing periodicals.

Student Division Director

(The youth minister may, in some cases, serve as division director.) The responsibilities include:

1. to coordinate the work of multiple departments, guiding them to set goals, and evaluate progress.
2. to coordinate annual planning, communication, training opportunities, and generally coordinate the work of youth department directors and any youth division-level leaders.
3. to lead the youth division to develop and maintain an effective evangelism strategy. to promote fellowship among youth and the leadership team, and among the adult members of the leadership team.
4. to plan and participate in ministry to youth leaders, youth, and the families of youth.
5. to lead all or part of the weekly leadership meetings.
6. to teach as a substitute when needed, to stay in touch with the needs of youth, and to serve as a model for other Youth Sunday School leaders; to plan special youth Bible study groups and projects (Youth Vacation Bible School, Youth January Bible Study, and so forth).
7. to communicate regularly with the minister of youth to plan, organize, evaluate, and conduct the work of Youth Sunday School.
8. to lead youth to worship by coordinating the planning, training, and implementation of emphases that encourage personal quiet times and participation in corporate worship.

Youth Minister

Sunday School responsibilities of the minister of youth include:

1. providing administrative support and resources, including budget, for Youth Sunday School leaders.
2. participating in personal visitation and group outreach events; equipping youth and leaders to become involved in evangelizing the unsaved.
3. modeling sound Youth Sunday School methods and principles in all training opportunities for members of the Youth Sunday School leadership team.

4. promoting fellowship among the youth and the youth leadership team.
 5. ministering to leaders, members, nonmembers, and their families, and leading youth and leaders to minister to members, nonmembers, and their families.
 6. discipling youth by helping them develop personal quiet times and participation in corporate worship; involving youth and Youth Sunday School leaders in planning and conducting special youth worship opportunities.
-

Responsibilities of Adult Sunday School Leaders

The Sunday School Leadership Team

Every Adult Sunday School leader has the right to know what expectations and responsibilities come with the job. When leaders understand expectations and their role as part of a leadership team, they are more likely to respond positively to the call to lead or serve and to be effective in their jobs.

The majority of leaders in a church's Bible teaching ministry relate to specific age groups. These leaders relate to one of the following basic roles: (1) division directors, department directors, and others who provide administrative leadership for the work of an age group; (2) teachers, coordinators, apprentices, and class leaders who guide participants in Bible study and engage them in evangelism, discipleship, fellowship, ministry, and worship.

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:

1. meet regularly with the Sunday School Council.
2. coordinate the work of the division and determine organizational needs.
3. discover, enlist, and train new leaders.
4. evaluate, encourage, affirm, and direct adult leaders in their ministries.
5. meet regularly with department leaders for planning and evaluation.
6. evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources; recommend actions related to needs.
7. 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:

1. coordinate all evangelism and outreach activities of the division.
2. coordinate prospect-discovery efforts for the division.
3. assist in training division and department leaders and members in evangelism and outreach.
4. evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
5. promote outreach and evangelism objectives with other leaders and members.
6. maintain active division and department prospect records.
7. greet visitors and guide them to the meeting place for their Bible study group.
8. 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 materials, supplies, and other resources; and coordinating the distribution of resources.

The primary responsibilities are to:

1. meet regularly with the division leadership team.
2. process and maintain general records for the division and compile reports as requested, including prospect information.
3. coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
4. 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 and assisting them in fulfilling their responsibilities.

The primary responsibilities are to:

1. lead in planning and administering the total work of the department.
2. meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
3. serve as a greeter or host for the department.
4. evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources; recommend actions related to needs.
5. 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.
6. 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:

1. coordinate all evangelism and outreach activities of the department.
2. coordinate prospect-discovery efforts for the department.
3. assist in training department leaders and members in evangelism and outreach.
4. evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
5. promote outreach and evangelism objectives with other leaders and members.
6. maintain active department prospect records.
7. greet visitors and guide them to the meeting place for their Bible study group.
8. 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:

1. meet regularly with the department leadership team.
2. process and maintain general records for the department and compile reports as requested, including prospect information.

3. 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:

1. lead a small group of adults in meaningful Bible study.
2. build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet their needs.
3. maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of Sunday School.
4. 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.
5. 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.
6. 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:

1. coordinate all evangelism and outreach activities of the class.
2. coordinate prospect-discovery and prospect-enlistment efforts of the class.
3. lead members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
4. maintain prospect records for the Bible study group.
5. 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 Bible study group 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:

1. meet regularly with the Bible study group leadership team.
2. process and maintain general records for the Bible study group and compile reports as requested, including prospect information.
3. coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
4. 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

Bible study group leaders are enlisted by the teacher of an adult Bible study group to assist with the total work of the group. Group 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 Bible study group outreach-evangelism leader leads the key area of evangelism.)

1. **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 group leader or members of this team also should be on a FAITH team.)
2. **Discipleship:** Create an atmosphere that encourages believers to grow in maturity in Christ; monitor the discipleship needs of believers and work with the church's Discipleship Training director to provide learning opportunities focused on addressing those needs.
3. **Fellowship:** Create an atmosphere conducive to members building relationships with one another as together they build on their relationship with God; and lead actions that help new members be assimilated into the fellowship of the Bible study group and the team to which they are assigned.
4. **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 members; and lead out in intercessory prayer as an integral part of the ministry and missions activities of the class.
5. **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.

Participants

Adults who attend Bible study groups are not merely the intended recipients of Sunday School's Great Commission ministry. They are the grass roots ministers. Adult Sunday School is all about building Great Commission Christians. All Bible study group leaders, teachers, directors, and pastoral leaders needed now or in the future may be found on the membership or prospect lists of Bible study groups today. Every participant should receive the opportunity to serve according to the leadership of the Holy Spirit. We can offer those opportunities through Adult Sunday School.

The primary responsibilities are to:

1. participate in personal and group Bible study regularly, giving attention to the leadership of the Holy Spirit in one's life.
2. be receptive to God's efforts to draw people to faith in Christ through His Word, His Spirit, and His people.
3. actively participate in efforts to lead others toward faith in the Lord Jesus Christ.
4. participate individually and with the Bible study group to serve Christ through evangelism, discipleship, fellowship, ministry, and worship.
5. follow God's leadership in responding to opportunities to grow spiritually and to serve God's people in leadership roles.