



Adult Class Leadership Descriptions

Adult Class Coordinator

(The role of the Class Coordinator is very similar to that of the Department Director, but for a single class.) 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 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 should 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. Ensure attendance records and other participant information are maintained that strengthen 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 Connection Partner

An adult class connection partner works to lead the class in outreach and evangelism. Since the church uses the Power Visitor online prospect program, this person coordinates with the church's Education Ministry Office to receive and follow up prospects for the class.

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. Seek and receive training in the Power Visitor procedures from the church's Education Ministry Office.
5. Maintain prospect records for the Bible study group.
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 Teaching 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 (as space is available). An apprentice also 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 (team approach)

(Instead of having individuals who serve in the roles above, a class may choose to form teams of people who accomplish the ministry tasks for the class; this approach can be just as effective as the individual leader approach.)

Bible study group leaders are enlisted by the teacher and/or coordinator of an adult Bible study class to assist with the total work of the class. 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 Connection Partner 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.

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 Minister of Education 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. 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. 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.