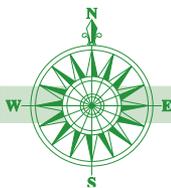


General Leaders Sunday School Organization Guide

Finding your
place of
service



SUNDAY SCHOOL/
OPEN GROUP
MINISTRIES



General Leaders in the Basic Organization

The Sunday School Planning Team

BASIC ROLE

The Sunday School Planning Team is comprised of the leaders with the responsibility for the general oversight of a church's Sunday School and/or leaders who provide administrative leadership for a particular age-group division or major affinity group, such as a special education division. As a team, these leaders are responsible for the overall direction, planning, and operation of a church's Sunday School strategy. This team includes the Pastor, other church ministers with responsibilities related to Sunday School, Sunday School Director, Outreach–Evangelism Director, FAITH Director, Sunday School Secretary, Division Director for each age-group division, Discipleship Director, Missions Ministries Director, and others.

MAJOR RESPONSIBILITIES

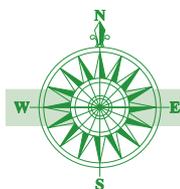
- Set goals that lead Sunday School toward fulfilling its objectives.
- Develop action plans for accomplishing the goals.
- Set calendar dates for special events that support the ongoing objectives of Sunday School and contribute significantly to achieving its goals.
- Communicate the overall mission and message of Sunday School strategy to other leaders and the entire church.
- Provide direction for and coordinate the work of age-groups, including leader enlistment and leader training, toward the overall objective of Sunday School.
- Evaluate the effectiveness of the Sunday School strategy as implemented.
- 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 Pastor/Minister

BASIC ROLE

The Pastor is the primary leader for a church's Sunday School strategy. Rarely will a Sunday School stay on its purpose without the visible, vital leadership of its Pastor. The Pastor and/or other ministers on the church staff are responsible for the overall direction of all of the church's Ministries, including Sunday School.

The Pastor works with the Sunday School Planning Team to set goals and evaluate the Sunday School's effectiveness in engaging people in evangelism, discipleship, fellowship, ministry, and worship through Bible study groups.



General Leaders in the Basic Organization (continued)

MAJOR RESPONSIBILITIES

- Provide overall leadership to the Sunday School Planning Team.
- Lead the Planning Team in keeping Sunday School focused on its objective.
- Give vital and visible support to Sunday School and its leaders.
- Communicate the overall mission 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.

The Sunday School Director

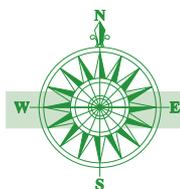
BASIC ROLE

The Sunday School Director serves as the general administrative leader of a church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. The Sunday School Director leads the Sunday School Planning Team in planning, organizing, enlisting, and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's stated objectives.

As your Sunday School ministry expands in size and scope, additional leaders may be needed or desired to deal with specific responsibilities that are assigned to the Sunday School Director. For example, a church may need an Assistant Sunday School Director or a Bible Projects Director (such as VBS Director or January Bible Study Director). These people may become members of the Sunday School Planning Team and would be responsible to the Sunday School Director.

MAJOR RESPONSIBILITIES

- Meet regularly with the Sunday School Planning Team.
- 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.



General Leaders in the Basic Organization (continued)

- Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and 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.

The Outreach–Evangelism Director and/or FAITH Director

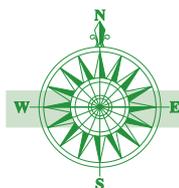
BASIC ROLE

The Outreach–Evangelism Director provides overall direction and leadership toward involving unreached people in Sunday School classes and departments and other Bible study groups. This person gives essential leadership to keeping the focus of Sunday School on evangelism. The Sunday School Director assumes this role in churches without an Outreach–Evangelism Director.

In churches using FAITH, this position should be filled by the FAITH Director

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 and evangelism through Sunday School, and coordinate those efforts with other church outreach and evangelism efforts.
- Lead in keeping the focus of Sunday School on evangelism.
- Ensure that accurate records are kept so that contacts with visitors and prospects can be effectively maintained and Sunday School classes, departments, and Bible study groups can effectively work to meet needs.
- Lead in evaluating the outreach and evangelism efforts of Sunday School.
- 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



General Leaders in the Expanded Organization

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.

Age-Group Leaders

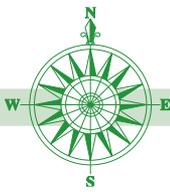
BASIC ROLE

By far, the majority of leaders in a church's Sunday School relate to specific age-groups. These leaders relate to one of the following basic roles:

- *Division Directors, Department Directors, and others* who provide administrative leadership for the work of an age-group; and
- *Teachers, Coordinators, Apprentices, and Class Team Leaders* who guide participants in Bible study and in doing the functions of evangelism, discipleship, fellowship, ministry, and worship.

Major Responsibilities of Division Directors

Division Directors are responsible to the Sunday School Director for the total ministry of their age-group division, including planning, organizing, enlisting leaders, and evaluating the work in light of the objectives of Sunday School.



Age-Group Leaders (continued)

Major Responsibilities of Division Outreach–Evangelism Directors

Division Outreach–Evangelism Directors work with the Division Directors for their age-groups and the general Outreach–Evangelism Director to lead their divisions in outreach and evangelism.

Major Responsibilities of Division Secretaries

Division Secretaries assist the Division Directors 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.

Major Responsibilities of Department Directors

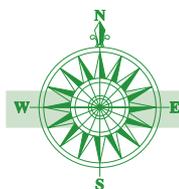
Department Directors are responsible to the Division Director of their age-group for the total ministry of their department. Department Directors work closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

Major Responsibilities of Department Outreach–Evangelism Directors

Department Outreach–Evangelism Directors work with the Department Directors for their age-groups, the Division Outreach–Evangelism Director, and the general Outreach–Evangelism Director to lead their departments in outreach and evangelism.

Major Responsibilities of Department Secretaries

Department Secretaries assist the Department Directors 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.



Age-Group Leaders (continued)

Major Responsibilities of Teachers

Teachers are responsible for leading people toward faith in the Lord Jesus Christ and for guiding them to serve Him through evangelism, discipleship, fellowship, ministry, and worship. In pursuing this mission, Teachers understand that teaching moves beyond the Bible study session into the daily lives of participants. Teachers look for opportunities to mentor participants before and after Bible study sessions. They help ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit. They invest themselves in building positive relationships with participants, and they involve learners in meaningful Bible study.

Major Responsibilities of Class Outreach–Evangelism Leaders

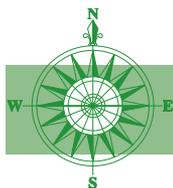
Class Outreach–Evangelism Leaders work with the Department Outreach–Evangelism Director to lead the class in outreach and evangelism.

Major Responsibilities of Class Coordinators

Class Coordinators are adults who may be enlisted for adult or youth Bible study classes to direct the overall work of the class, relieving the Teacher of administrative responsibilities. The Class Coordinator works closely with both the Teacher and Class Team Leaders to ensure that all functions 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.

Major Responsibilities of Apprentices

Apprentices are enlisted from adult classes by teachers of Bible study classes, departments, and other Bible study groups to assist a Teacher in his/her major responsibilities and/or prepare to start a new Bible study unit within two years. The Apprentice serves as a substitute for the Teacher when the Teacher must be absent.



Find your place of service!

The **PURPOSE** of Sunday School/Open Group Ministries of the Georgia Baptist Convention is to partner with churches, associations, and regions to build healthy ministries in the local church that fulfill the Great Commission and the Great Commandment.

The **VISION** of Sunday School/Open Group Ministries is that every Georgia Baptist church would have a healthy and growing Sunday School and/or Open Group ministry.

The **GOALS** of Sunday School/Open Group Ministries, that define a healthy/growing Sunday School, are to see the following results in Georgia:

- An increasing Sunday School **ENROLLMENT**
- An increasing Sunday School **ATTENDANCE**
- An increasing number of **SUNDAY SCHOOLS**
- An increasing number of **TEACHING UNITS** (Classes)
- An increasing number of **BAPTISMS**
- An increasing number of Sunday School **LEADERS TRAINED**
- An increasing number of Sunday Schools that report an increased **ENROLLMENT** and **ATTENDANCE**

*Text taken and adapted from:
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