

Date: _____

Thumbnail Sketch of Adult Class Team Leaders' Responsibilities

Maturity Leader (Teacher)

The spiritual leader of the class. Prepares a weekly Bible presentation that challenges the learners to develop spiritually and to become doers of the word. The Maturity Leader is the "CEO" of the class. Responsible for leading the class to create a new class each year. Responsible for enlisting an Associate Maturity Leader to assist with teaching duties.

***Associate Maturity Leader (Assistant Teacher)**

Teaches 30-50% of the time for the Maturity Leader. May become a Maturity Leader in the future. Usually becomes the Maturity Leader of the new class. (Enlisted by Maturity Leader).

Membership Leader (Outreach)

Leads class members to reach new members for the class. Keeps and maintains a current list of all potential members for the class. Turns in reports to Membership office. Greets all guests and introduces them to class during class session.

***Greeter**

Arrives early each Sunday and warmly greets each person who arrives for Bible Study. The Greeter makes sure everyone wears a name tag.

Ministry Leader (Assimilation)

Organizes the class team. Completes the class organization sheet (COS) by staffing all class leadership positions by giftedness. Takes the administrative duties off of the Maturity Leader. Appoints someone to lead weekly class session which includes announcements and the involvement of other class leaders (introduction of guests, prayer, mission moment).

***Secretary**

Picks up the class box from the Sunday School Records area. Delivers mail to leaders, keeps class records and insures the class leaders are aware of the class statistics.

Missions Leader

Shares the weekly Mission Moment each week during the class session. The Mission Moment is used as a tool to lead members to learn about, pray for, give to and become involved in missions. Keeps the class informed regarding the mission emphases of our church.

Care Coordinator

Organizes the class into Care Groups. Appoints Care Group Leaders. Administrates weekly ministry to class members.

***Care Group Leader**

Each Care Group Leader systematically stays in touch weekly with a small group of class members. Each member is called by phone or E-mailed (E-mail "response") each week. Contacts are reported each Sunday on our class record sheet.

Worship Leader

Leads the class prayer time each Sunday. Keeps the class informed of the prayer needs of the members and shares with the class how God is answering their prayers. Gives weekly prayer concerns to web servant to post on class web site.

Fellowship Leader

Acts as the class host each Sunday. Responsible for planning class social events every 4-6 weeks. Links the class to the many activities provided through the Recreation Ministry.

Web Servant

Sets up and maintains the class web page. Keeps all information up to date and current.