

# Adult Sunday School Department Job Descriptions

## **Director –**

- Provide overall leadership of department team.
- Give direction on Sunday morning department time
- Insure dept. has all necessary materials and supplies
- Coordinate regular dept. leadership planning meetings
- Lead dept. in growth activities
- Give input to S.S. Council re: dept. needs
- Provide support to class leaders
- Model involvement in dept./class activities



## **Outreach/Inreach Director –**

- Lead class outreach/inreach teams in developing effective plans
- Give leadership to dept. on Sunday mornings in outreach/inreach
- Help dept. create and utilize effective greeting plan for Sunday morning guests
- Assist dept. secretary in developing and maintaining contact lists
- Help all dept. members become involved in outreach/inreach at some level
- Coordinate planning with dept. and class teams for outreach/inreach events
- Provide training for class/dept. leaders in outreach & evangelism
- Model involvement in outreach/inreach activities

## **Fellowship Director –**

- Coordinate dept. fellowship activities
- Work with class fellowship leaders to provide ideas and support
- Coordinate dept. greeters and greeting procedures
- Work with dept. outreach/inreach directors on outreach and greeting procedures
- Make sure each fellowship activity is also an outreach/inreach activity
- Model involvement in dept. fellowship activities

## **Membership Specialist – (secretary)**

- Provide support to dept. leadership team
- Assist class secretaries with obtaining supplies and developing procedures
- Assist dept. leadership in providing accurate class and outreach lists
- Assist dept. director in providing supplies/materials, etc.

## **Lead Teachers –**

- Work with dept. director to coordinate teaching materials, plans
- Provide support to class leadership team
- Coordinate schedule to allow co-teachers opportunities to teach on a regular basis
- Model good preparation for teaching
- Work with dept. leaders to integrate class into the dept.

## **Co-teachers –**

- Be prepared to substitute in any dept. class as needed
- Work with lead teacher to provide support to class leadership team
- Model good participation for the other class members
- Coordinate schedule with lead teacher, be prepared to teach on a regular basis

## **Class leadership team:**

Outreach/Inreach director; Fellowship director; Secretary

- Work with Dept. counterpart to provide leadership for your class
- Care Group Leaders – Contact every member of your CG, in some fashion, every week, and report prayer needs to the class

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