

BIBLE STUDY LEADERS AND THEIR DUTIES

What are the leadership positions needed?

What are the duties of general officers?

What are the duties of class workers?

**What is the relationship
of workers?**

What is the flow chart of the workers?

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WHAT ARE THE LEADERSHIP POSITIONS NEEDED?

Introduction:

What are the leadership positions needed to have a strong Bible Study hour (Sunday School)? What do these leaders do? These questions and many others will be answered in this material, which is important to every worker.

When you are aware of the duties of others with whom you labor there should be greater cooperation and greater respect for others and their efforts, concerns, and desires. It ought to produce unity, understanding, and steadfast efforts to bring about a great Sunday School hour.

We desire to have a challenging Bible teaching program with major efforts in Bible study, outreach, witness, ministry of caring, and worship. To fulfill those goals will necessitate striving together for excellence for God's glory and for the cause of Christ.

The following officers are needed for a highly organized, effective, and smooth-running Bible study hour. (All of us are urged to get used to the term Bible study hour in the place of Sunday School hour.)

Note: This material was prepared for a large attendance, possibly of 400 plus with a large organization to fulfill a growing ministry.

A. General Officers

1. **Senior Pastor**
2. **Bible Study hour general director**-- Assistant Pastor, or staff member
3. **General secretary** (or secretaries) of records for the whole school
4. **Division directors** or division superintendents
 - a. Preschool including nursery --
 - b. Primary --
 - c. Junior --
 - d. Teens --
 - e. Adults --
5. **Department directors** -- of the various adult departments
 - a. Adult A-- singles through age 30 --
 - b. Adult B-- age 30- 44 --
 - c. Adult C-- age 45- 60 --
 - d. Adult D-- age 60 and up --

B. Officers common to all adult classes

1. Department director
2. Department secretary (or class secretaries)
3. Class teacher
4. Class outreach leader
5. Care captains or group leaders (preferably one for each 8-10 people)
6. Class activities leader (if so needed)

C. Officers common to all other classes

1. Division director or division superintendent
2. Secretary for department, or classes
3. Class teacher
4. Assistant teacher (if needed, who could also be a trainee)
5. Outreach leader, to work with the teacher in building the class

WHAT ARE THE DUTIES OF GENERAL OFFICERS?

God's workers serve because they know they are called of God. That calling is not taken lightly. (See John 15:16; II Timothy 1:9.) These workers should sense that they are as much called as the pastor or any missionary. Their attitude and motivation in service is based upon a divine calling which brings steadfastness and joy in ministry.

A beautiful truth to be remembered is that Bible Study hour workers are volunteers. They are not paid money nor do they receive any material remuneration. Their rewards are measured through a deep and abiding sense of satisfaction derived from doing God's will.

A. Pastor:

1. He is the leader, the overseer; he is the "key" to the Sunday School or Bible study hour.
2. In the final analysis the pastor is responsible for the aggressive program for reaching Christians and non-Christians for Bible study.
3. He leads the church in organizational plans, curriculum resources, and in the best ways to meet the needs of its membership.
4. He assists in making available adequate training for all workers and assists the staff member (general director) in planning, training, etc.
5. He shares information about and helps to secure potential workers; he leads the church to adopt adequate leadership standards for workers and officers.
6. He participates in and promotes Bible teaching projects.
7. He leads and promotes workers toward a caring ministry to saved and unsaved alike.
8. He endeavors to work with all the officers to build a strong evangelistic thrust throughout the school.

B. Bible Study Hour Director (staff member)

1. He will work with the pastor or under the pastor's leadership to provide adequate training for every worker.
2. He is responsible, along with the Senior pastor, for overall direction for all phases of the Bible study hour or Sunday School.
3. He will work with the senior pastor (and pastoral staff if needed) in planning and executing various projects and in meeting various needs.
4. Under the senior pastor's direction, he will work on the materials, needed for organizing, promoting, and planning for the future.
5. He will work with the division directors and department directors in their ministries, overseeing their efforts.

C. General Secretary (of total church records)

1. This labor may be divided among two or more persons.
2. They (or she) will keep a compilation of all the records of all persons who are enrolled in the total Sunday School hour.
3. They (or she) will work on complete records of all prospects for all the classes and departments. The prospecting files are imperative for growth. (Check notes on prospecting.)

D. Division Directors (or Division Superintendents)

1. In a general way:

- * You are responsible to the senior pastor and general Bible study director for your ministry.
- * You are responsible to attend all weekly workers' meetings and to prepare for and lead their division in planning and sharing sessions that may be scheduled.
- * You are responsible to receive personal training and to encourage the training of others who may work in their division.

2. In all departments except the adult department:

- * You are accountable for the oversight of the basic needs of your division in the use of space, teachers available, assistants when needed, etc.
- * You are responsible to see that the teachers and outreach leaders are present for visitation on the designated evening, or that they are visiting at another time.
- * You will have oversight of the outreach leaders. (They are accountable to give a report on the lack of visitation by any of their workers.) They must also visit.
- * You need to be prepared to lead your division in the time allotted during the weekly staff meeting.
- * You are accountable to see that all your staff are present at the weekly meeting.
- * You are accountable to see that each class is fully staffed with teacher, helper and someone to aid outreach -- an outreach leader if at all possible and if needed.

3. In the adult department:

- * You are responsible to see that the department directors are fulfilling their ministries. You are to work with the department directors in their efforts -- helping to organize, facilitate locations, space, use of materials, records, etc.
- * You should especially have oversight of the "prospecting" efforts, and see that such ministry is carried out and that outreach is taking place.
- * (See other general duties above.)

E. Department Directors for Adult Division

1. You are responsible for your particular department. You have the oversight of that department to make things "go" for the purpose of building the department, and seeing that whatever is needed for its function is provided.

2. You are to lead your department in the open assembly time prior to dividing for the class teaching time. (It is ***strongly suggested*** that this **not be longer than 15 minutes** and that it facilitate the teaching hour.) The open assembly time needs to be exciting and vital, arousing interest, and encouraging participation.
(The department must begin at 9:40 A. M. SHARP!)
3. You are accountable for that department--
 - a. to help meet the needs of teachers
 - b. to supply teachers if needed when someone is absent
 - c. to be sure that every class has its four workers-- teacher, outreach leader, and two care captains
 - d. to encourage prospective workers to receive training
 - e. to lead their department in visitation, overseeing the ministry of the outreach leaders
 - f. to see that teachers and workers are present for the weekly workers' meetings, keeping a record of their presence or absence
 - g. to work with the adult division director in whatever is needed to make things function well, including use of space, location, materials, etc.

Note: These workers in the areas outlined above need to work together harmoniously to effect a great ministry for God's glory.

Other materials in this booklet are very important and should be studied thoroughly toward good preparation for the work.

WHAT ARE THE DUTIES OF CLASS WORKERS?

In this section we are covering the duties of those who work in the class itself-- the teacher, outreach leader, and the care captains or group leaders.

We are looking at ministry description (goals and duties) for these particular aspects of the work of the Bible study classes (Sunday School).

A. The Class Teacher (or Bible Study teacher) is to care for the following:

1. GENERAL DUTIES:

- * Be responsible to the departmental director (or divisional director for all but the adult department) for his or her class.
- * Be involved in personal Bible study.
- * Minister to the members and prospects.
- * Keep class members informed of church events.
- * Participate in teachers' training sessions offered by the Sunday School.
- * Be responsible for the overall work and ministry of the class.
- * Keep in regular communication with each leader or worker in the class.
- * Oversee the ministry of the care leaders weekly.
- * Attend the general assembly of the weekly workers' meeting; be ready to share in the departmental meeting each week.
- * Pray for your class team.
- * Help plan any class or ministry actions that need to be taken by your class.

- * Set a Biblical example for the class as a growing, maturing, praying Christian.
- * Be active in the regularly scheduled services.

2. SUNDAY MORNING DUTIES:

- * Arrive early and warmly greet your members and guests as they arrive.
- * Introduce guests to the others in the class.
- * Teach the Bible lesson.
- * **Involve your class members in a meaningful Bible study experience.**
- * **Understand and use effective teaching/learning principles of the Guided Discovery Learning method.**
- * **Teach consistent with the church's doctrinal position.**
- * **Present Christ and the message of salvation throughout the Bible lesson; keep your teaching evangelistic and outreach-oriented.**
- * Encourage members to invite friends to Bible study.
- * Encourage members to participate in outreach ministries.
- * Assist in enlisting workers from your class.

Possibly a teacher will not have an outreach leader or a care group leader assigned to the class because these people are not available. It will be the teacher's duty to seek out individuals in the class to fill these spots, and to help give them training, if possible, for that particular duty.

3. VISITATION NIGHT DUTIES:

- * Be involved in regular visitation for the Bible Study class; work with the outreach leader in visitation for the class.
- * Visit assignments given to you by the outreach leader.
- * Visit all first-time visitors and new members.
- * Visit those in your class who await baptism.
- * Encourage and be willing to give training to those who are new at visitation.

B. The Outreach Leader of the Bible Study class is to fulfill the following. The class outreach leader is responsible to the teacher for planning, conducting, and evaluating activities for involving members in all Sunday School tasks except for Bible teaching.

1. GENERAL DUTIES:

- * Be active in the regularly scheduled services.
- * Act as the primary administrative leader of the class.
- * Be directly responsible to the classroom teacher, giving assistance to building the class.
- * Lead the class members in discovering persons who need Christ, and are becoming open to Christ.
- * Take the lead in developing prayer lists for the class.
- * Attend weekly workers' meetings.
- * Be involved in teachers' training offered by leadership.

2. SUNDAY MORNING DUTIES:

- * Open the class time with appropriate greetings of members, new members, and guests.
- * Report to the class any ministry needs and prayer concerns of either members or prospects.
- * Promote visitation night and ask members to sign up to participate. (This will assist you in planning and assigning visits. Your minimum goal is to have three people visiting from your class each week.)
- * Promote the upcoming class and department events (fellowship activities, etc.)
- * Participate in Bible study; set a good example.

3. VISITATION NIGHT DUTIES:

- * Be present on visitation night; you are the key to a successful visitation outreach.
- * Assign prospects for visitation to class members, care leaders or those present for visitation; assign visitation partners.
- * Give assignments for visitation to those who do their calling during the week.

C. The Group Care Leaders:

1. GENERAL DUTIES:

- * The group care leaders are the primary link between the other leaders and the members.
- * The group care leader assists the teacher and the outreach leader in ministering to class members and reaching prospects.
- * The group care leader contacts the absentees, cultivates prospects, visits the sick, sends cards and letters, and informs member of class and church events. (The person is to be a **C A R E** leader.)
- * The care leader is to keep the teacher informed about members or prospects with special needs.

2. SUNDAY MORNING DUTIES:

- * Report on visitation; share the needs, concern and burdens with the teacher and/or outreach leader.
- * Participate in the Bible study.
- * Encourage the members about meeting the needs of others, and especially work at cultivating hospitality among the members.

3. VISITATION NIGHT DUTIES:

- * Be involved in visitation, working with those who have special needs, or are sick, unemployed, etc.
- * Take the time to be a **C A R E** captain, and get others to be involved in caring as well.