

Leadership & Officers for Small Group or SS Classes **Responsibilities & Duties**

Bible Study Teacher - The Bible study teacher is the person responsible for teaching people the Bible and leading people to apply the Bible lesson to everyday life. The study teacher must be a person of integrity who will prepare in advance to teach the bible lesson. He/She should be setting an example of commitment and dedication to his class members, plus always be on Time.

Prayer Ministry Liaison- The Prayer Ministry Liaison prays for and communicates all prayer needs and concern of the class to their assigned Prayer Ministry Leader. They assure that all meetings and events are opened and closed with a prayer, and they attend, promote and participate in organized prayer meetings and events. They are the communication liaison between the class and the church's organized pray ministry.

Class President / Administrator – (Optional position / the substitute teacher may be responsible for these duties) The Class president is the person responsible for beginning the class period. He/She should see that the class always starts on time, and stays on schedule. The class president will welcome everyone present, recognize visitors, receive prayer request, make announcements, plus open the class with prayer. The class president must be committed to seeing that all class fellowship and business is completed within 10 minutes or less.

Class Secretary- The Class Secretary is the person responsible for compiling and reporting class membership, attendance records, and finances. Also, keeping track of and reporting on curriculum needs.

Outreach / Inreach Director- The Outreach Director is the person responsible for leading the class to discover, contact, and enroll prospects for the Bible study class. The outreach director will enlist other class members to help him/her contact the prospects. A prospect list should be reviewed and updated each week, and always growing.

Care Group Director- The Care Group Director is the person responsible for seeing that every person on the class roll is contacted on a regular schedule, and is receiving ministry. In a large class the care group director will have several assistant care group directors to help in making contacts. Sending special occasion cards, helping with personal needs, providing covered dish meals in times of sickness and deaths, are just some of the areas targeted as a Care Group Worker.

Fellowship Director- The Fellowship Director is the person responsible for planning, coordinating, and conducting the class social events. The class should have at least one social event per quarter, not including special holiday fellowships. He/She will also serve on a committee for Church wide Sunday School sponsored social events.