

## Class Ministry Positions

Form A

**Class:** \_\_\_\_\_

**Lead Teacher** \_\_\_\_\_

**Sunday Hour:** \_\_\_\_\_

**Room:** \_\_\_\_\_

Name	Name	Preferred Phone	Email
Lead Teacher			
Associate Teacher			
Associate Teacher			
Associate Teacher			
Sub. (Some Times)			
Sub. (Some Times)			
*In-reach Leader/Care Captain Director			
*Outreach Leader (Faith and Visitation Team Leader)			
Prayer Ministry Coordinator			
Fellowship Coordinator			
Missions/Ministry Project Coordinator			
Records Secretary			

### Some Possible Class Ministry Positions

Coffee Set-up  
 Coffee Clean-up  
 Birthday Ministry Director  
 Greeter  
 Intentional Friend  
 Worship Friend  
 Flower Ministry Director  
 Treasurer  
 President  
 Vice President  
 Room Set-up Director  
 Care Group Leader  
 Missions Director  
 Ministry Project Director

Co-Ed Activities:  
 Ladies' Bible Study Director  
 Men's Bible Study Director  
 Fellowship Coordinator  
 Newspaper Editor  
 Director  
 Assistant Director  
 Assistant Teacher  
 In-reach Report – Class  
 Outreach Director – Class  
 Homebound Ministry Director  
 Child Care Ministry Director  
 Class Director  
 Week Night and Bible Study Director

***People can serve in more than one position.***

***Class leadership determines what other positions help the ministry and growth of the class.***

**Basic job descriptions are on attached form**

## **Key Positions Basic Job Descriptions**

**Lead Teacher:** Person who leads the entire class to be organized and function as an Open Connection group that both ministers to the needs of members and reaches out to find and include new members in the group.

**Associate Teacher:** Teaches on a regular basis and may and should serve in other ministry positions in the class.

**In-reach Leader/Care Captain Director:** Person that keeps the class organized for ministry to members. Sets up care groups and add new members as they become active. Prays for and encourages 7 contacts per quarter to each member. Helps teacher facilitate class care group prayer times and care groups fellowships at least 2 times a year with a goal or 4 times. Can be a care group leader their self.

**Outreach Leader (Faith and Visitation Team Leader):** Makes sure every person who visits the class or is assigned to the class is contacted by phone immediately. Also leads a team or finds someone to make a visit in the home of each new prospect at the next GROW night assigned to the class. Be a team member on a FAITH team one semester if possible.

**Prayer Ministry Coordinator:** This person receives prayer request weekly during or before class times and distributes them to class members by paper note or email. Also this person encourages prayer for Un-Churched. The Un-Churched can be friends, associates, family members and prospects for the class.

**Fellowship Coordinator:** This person makes sure that the next 3 class fellowships are always scheduled (With different people taking responsibility for each) and that details (date, times and type) are publicized to the class.

**Missions/Ministry Project Coordinator:** This leader plans, with the help of class members, at least two ministry projects/events each year that involves at least 50% of regular attendees. These are actual ministry projects (not just the collection of funds). ALSO, this person seeks to set up at least one out of town over night mission/ministry project that some members of the class take part in together each year.

**Records Secretary:** Weekly fulfills all of the basic class records requirements of taking roll; returning it to S.S. office; watching for late comers and reporting their attendance to S.S. office; provides Teacher and or Care Group leaders with attendance records of members; and gets new visitors and prospects contact information to class outreach leader and Sunday School office.