



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Sunday School Secretary

Christian Education Work Area Team Vision

To provide effective and challenging learning experiences for church members of all ages so they may grow in understanding the gospel and become fully engaged in daily living as faithful disciples.

Title

Sunday School Secretary.

Purpose

To collect attendance information from Worship services, Christian Education programs and other ministries of the church, and process that information so that it can be used to enhance the church's ministries and personal touch with all who enter our doors.

Responsible to

Christian Education Team Leader, Church Council, & Staff: Director of Christian Education.

Description of duties

- Become familiar with the Vision and Mission statements of the church. Plan the team's goals and objectives to fulfill those statements.
- Ensure that accurate Sunday School attendance records are maintained & collected weekly.
- Ensure that weekly Sunday School offerings are collected and counted
- Generate reports based on attendance records, including weekly attendance numbers, updated alphabetical lists for church staff use, visitors and new members, etc.
- Create updated class rosters for teachers.
- Create simple financial reports and general comparisons between giving and attendance, in cooperation with church treasurer, accountant, and/or bookkeeper.
- Assist in training volunteers to help do data input for attendance.
- Utilize or be willing to learn how to use software for word processing, database management, and spreadsheets; use software to create necessary reports, correspondence, and other forms with accuracy and attention to detail.
- Operate other office equipment, including photocopier, fax machine, and calculator.

Budget Responsibilities

Be attuned to budget needs and able to turn in needs for Annual budget.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- Attend meetings of the Christian Education Team.
- Attend annual Sunday School teachers' training meeting.
- 1-1 ½ hrs. per week additional.

Term

Ideally, for continuity in this area of ministry, the attendance coordinator will serve for at least two years, with the option of servicing for an indefinite series of one-year terms thereafter.

Training and resources

- Be familiar with programs and training offered through the Annual Conference.
- Interpreter magazine.

Background Check

Not required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

Qualifications, skills, and gifts

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
 - Administration (D)*
 - Helps (D)

*D – Desired

*R – Required

Benefits to the Servant

Satisfaction that you are providing valuable information about who is attending the church, gathering, and disseminating information that will meet the needs of individuals visiting and attending the church, and enhancing the effectiveness and efficiency of the church's ministry by assembling and reporting attendance information.