

Church Education Ministries JOB DESCRIPTIONS

Local Level Job Descriptions

A. Church Education Ministries Board

In order for the members of the Church Education Ministries Board and other Church Education Ministries personnel to work together effectively, each person must know his responsibilities and relationships to other workers in the church. For this reason this section explains the work of the local Church Education Ministries Board and the local Church Education Ministries ministry committee.

1. Establishes the Objectives

One of the first responsibilities of the Church Education Ministries Board is to determine its objectives (What is the church hoping to accomplish in its program of Church Education Ministries?). The local Church Education Ministries Board will need to develop its own specific objectives. It will be profitable to devote a lot of time and thought in deciding these objectives and stating them clearly. This task will require serious reading, prayer, and consultation by board members.

The objectives are the foundation upon which the Church Education Ministries program is planned and developed. After these objectives have been established, the Church Education Ministries Board will interpret them to the staff and to the congregation.

2. Surveys the Needs

The Church Education Ministries Board should evaluate the needs in the local church and community. This study should include the various agencies as well as space, equipment, training, and opportunities for growth. As needs are discovered, the board will list and prioritize them. With good planning some needs can be met immediately; others will take long-range planning and continual follow through.

3. Equips Workers

The local Church Official Board supervises the method of selection and enlistment of all personnel for the educational ministry of the church. It is the responsibility of the Church Education Ministries Board, however, to supervise and sponsor leadership training to equip workers and prospective workers. Church Education Ministries Board members should be equippers with a well-planned strategy to train others for the work of the ministry. In accomplishing this goal, the Church Education Ministries Board should provide in-service training at least once annually for its staff.

4. **Plans and Correlates the Program**

Planned programming, designed to achieve the established objectives and to serve the needs of individuals, requires study, evaluation, and an awareness/openness to current trends. The Church Education Ministries Board is responsible for correlation of the ministries to avoid omissions and overlaps. In addition to the annual training of all church workers, the Church Education Ministries Board should conduct an annual planning retreat.

5. **Provides Facilities and Equipment**

The Church Education Ministries Board evaluates present facilities and makes requests to the Church Official Board concerning future Church Education Ministries needs for space and equipment. The Church Education Ministries Board is responsible for the assignment and reassignment of space (in most cases, subject to the approval of the Church Official Board).

6. **Plans for Continuous Growth**

The Church Education Ministries Board is responsible for motivating and equipping all workers for evangelism and visitation. Continual emphasis should be placed on enrollment and follow-up. Following are some ways to accomplish this:

- a) The local Church Education Ministries Director and the Conference Church Education Ministries Director shall emphasize the importance of enrollment and follow-up.
- b) The local Church Education Ministries shall endeavor to increase at least 10% in enrollment and average attendance each year.

- c) An organized plan such as the Church Growth Spiral shall be implemented to increase enrollment and attendance in the Church Education Ministries of the Church Education Ministries
- d) Each local church shall conduct a census periodically, or assist in a census provided by the local ministerial association to compile a prospect list.

7. Prepares a Church Education Ministries Budget

The local Church Education Ministries Board shall develop a Church Education Ministries budget with input from each of the ministries involved. The budget can include minimal requirements as well as additional desired items. This budget will then be submitted to the Church Official Board for approval,. In addition, the Church Education Ministries Board should include stewardship training in its local program.

8. Evaluates the Program

Continuous evaluation is necessary for the local Church Education Ministries program. Objective evaluation shows a profile of the program and determines whether its objectives are being accomplished. The Church Education Ministries Board should hold an annual evaluation session to determine the successes and weaknesses of the ministries of Church Education Ministries. The primary purpose of the evaluation sessions is to strengthen the weak areas. The National Church Education Ministries Standards for Sunday School and Youth Ministries are useful tools that should be used in conjunction with this evaluation. These standards are available from the General Church Education Ministries office. As new ministries are started, additional standards relevant to those ministries will be made available. During this evaluation, the Church Education Ministries Board should look for areas of overlapping and for omissions.

9. Develops an Educational Consciousness

Much of the success of Church Education Ministries will depend upon the involvement of the entire church. The Church Education Ministries Board prayerfully will seek ways to help the membership understand Church Education Ministries and their responsibility to it. Communicating through conferences, church newsletters, posters, bulletins, charts and graphs are only a few ways to make your congregation aware of the ministries of Church Education Ministries.

2. **Local Church Education Ministries Committees**

A committee formed under the Church Education Ministries Board to help direct a specific ministry is called "local Church Education Ministry Committee." A church is not required to have ministry committees, but in large congregations, they will probably be helpful. In a smaller church, the ministry director can probably handle all of the responsibilities that a committee handles in a larger church. Also, some churches will find it beneficial to have committees for their larger ministries and only directors for the smaller ones. As the ministries grow, the board can form additional committees.

For example, a Sunday School Committee is responsible for the Sunday School program in a local church.

Because the ministry committee helps the director perform his duties, the responsibilities of any local Church Education Ministry Committee are basically the same as those given under the job description for the local ministry director. (See Individual Job Descriptions.)

In addition to these specific responsibilities, a local Church Education Ministries Committee would also help the Church Education Ministries Board with its work as it relates to the committee's particular ministry. For example, one of the responsibilities of the local Church Education Ministries Board is to survey the needs of the church. In this regard, the Sunday School Committee would help the Church Education Ministries Board by surveying the needs of the church as they relate to Sunday School. Other ministry committees would survey the needs of the church as they relate to their specific ministries. The Church Education Ministries Board should then compile these reports and determine the priorities and special needs of the church as a whole.

In other words, a ministry committee has the same responsibilities as the Church Education Ministries Board, except that the committee focuses on its particular ministry instead of all the Church Education Ministries. In addition, the committee helps the ministry director with his responsibilities. The Church Education Ministries Board then coordinates the work of the various committees to make sure there is no overlapping or omissions.

The local Church Official Board or the local Church Education Ministries Board determines the size of these ministry committees as well as how the members are selected. The local Church Education Ministries Director is an ex-officio member of all Church Education Ministries committees. In addition,

we recommend that the ministry director and the ministry clerk be a member of the committee. Additional committee members should be selected from the teachers and workers of the ministry. No ministry committee should be larger than the Church Education Ministries Board.

3. **Senior Pastor**

The following is not a complete job description for the pastor. The information below outlines only the pastor's relationship to the Church Education Ministries program. For additional job description information see the International Pentecostal Holiness Manual and the International Pentecostal Holiness Church Pastor's Manual.

Since the senior pastor is the chief executive officer and spiritual overseer, he is ultimately responsible for Church Education Ministries. He should attend all Church Education Ministries Board meetings. He serves as ex-officio chairman of the board. His knowledge of and enthusiasm for Church Education Ministries will create interest by the entire congregation.

Suggested Responsibilities:

- a. Chairs Church Education Ministries Board meetings or appoints a chairman (usually local Church Education Ministries Director)
- b. Counsels and gives leadership to the planning for the total Church Education Ministries program
- c. Assists in finding and challenging potential workers
- d. Interprets the educational ministry to the entire congregation
- e. Helps to integrate the Church Education Ministries work with others ministries of the church (elder visitation programs, benevolent work of deacons, evangelism emphasis)
- f. Accepts his responsibility as an equipper, training believers in evangelism, and church member orientation, seeking to correlate these with training programs developed by the Church Board
- g. Helps the Church Education Ministries Board plan a long-range program based on the needs of the Church Education Ministries
- h. Supports, in word and deed, Church Education Ministries at all levels

4. **Director of Church Education Ministries**

The local Church Education Ministries Director, upon appointment or election by the local church, is responsible for all Church Education Ministries within that local church. He is responsible to give active leadership to the Church Education Ministries Board and see that the decisions of the Church Education Ministries Board are carried out. He regards the support of the program adopted by the General Church Education Ministries Board, the Conference Church Education Ministries Convention and/or Quadrennial Conference, and the local Church Education Ministries Board as an obligation of office and seeks to carry out its goals and objectives.

a. Responsibilities

- 1) Is a member of the Conference Church Education Ministries Convention
- 2) Serves as a member of the local Church Education Ministries Board. If appointed by the pastor, he serves as chairman of the board meetings. (The pastor is ex-officio chairman of all local church boards.)
- 3) Coordinates all the activities of Church Education Ministries within the local church
- 4) Keeps the objectives of Church Education Ministries before the board
- 5) Plans an agenda for the Church Education Ministries Board meeting, if appointed by the pastor to chair the Church Education Ministries Board meeting
- 6) Makes assignments to individuals and committees in preparation for meetings of the Church Education Ministries Board
- 7) Takes responsibility for follow-up on the decisions of the board
- 8) Serves as ex-officio member of all committees of Church Education Ministries
- 9) Reports to the Official Church Board (at the discretion of the pastor)

- 10) Approves all records and reports of the local Church Education Ministries, making sure reports are sent to the Conference Church Education Ministries office by the 10th of the month
- 11) Oversees the programs of all local distinctive Church Education Ministries, coordinating the dates and places of their activities and assisting them as needed
- 12) Works with the pastor and other local ministry directors to plan a yearly calendar of events, making sure that requirements for end-of-year evaluations are met
- 13) Formulates, with the aid of the local Church Board, long-range and short-term goals for the department
- 14) Conducts evaluations of all projects and activities in a manner selected by the local Church Education Ministries Board. Each evaluation session should result in the listing of improvements and suggestions
- 15) Plans and/or conducts staff training meetings on a regular basis
- 16) Sees that all staff positions are filled for their respective sessions. Recommendations or new staff members are to be made and approved by the local Church Education Ministries Board
- 17) Ensures that adequate materials, equipment and supplies are made available to each staff member of the various ministries
- 18) Plans, promotes, and implements with the help of ministry directors and the Conference Church Education Ministries Director, an annual attendance campaign for each ministry
- 19) Makes sure that all the local distinctive ministries are providing a proper balance of worship, instruction, fellowship, service and evangelism opportunities for participants
- 20) Promotes to the congregation the activities and ministries of Church Education Ministries at all levels
- 21) Submits items and/or promotional material for the church bulletin/newsletter about Church Education Ministries activities

- 22) Attends and supports local church worship services, activities, and functions
- 23) Supports, in word and deed, Church Education Ministries at all levels

b. Staff Duties

- 1) Directly responsible to the Senior Pastor, maintaining a spiritual and loyal relationship as a friend and co-laborer in the work of the Lord
- 2) Assists the pastor in fulfilling God's vision for the overall ministry of the church, especially in Church Education Ministries
- 3) Works with other ministry staff members in a spirit of friendliness and helpfulness in coordinating Church Education Ministries activities
- 4) Is an example in the total ministry of the local church
- 5) Is faithful in attending church services
- 6) Supports the church in special offerings
- 7) Supports the local church in tithe (when holding membership in a conference, the tithe will be paid to the conference)
- 8) Will not discuss any confidential information
- 9) Will not be critical of church leadership
- 10) Reports to senior pastor when misunderstandings arise among staff members

Additional Job Descriptions

This section gives the individual job descriptions for the workers in the local Church Education Ministries. These job descriptions suggest responsibilities that can and should be adjusted by the local Church Education Ministries Board to meet the needs of the local church. Although each of these job descriptions contains specific responsibilities for the position described, there are some duties that apply to all Church Education Ministries workers.

For example, every Church Education Ministries worker should:

have a personal relationship with Jesus Christ and live a life that is reflective of that relationship;

spend time daily in prayer and Bible study;

consider his work in Church Education Ministries a personal ministry and a calling from God;

see himself as an equipping person whose primary ministry is that of equipping believers for service in God's kingdom;

model, as well as uphold, the teachings and love of Jesus Christ in all dealings with other Church Education Ministries workers;

maintain harmony and a spirit of cooperation with the International Pentecostal Holiness Church and its doctrines;

support Church Education Ministries at all levels.

5. **Assistant Church Education Ministries Director**

The local Assistant Church Education Ministries Director, upon his election or appointment by the local church, shall serve as assistant to the local Church Education Ministries Director in any area where he is requested.

Suggested Responsibilities:

- a. Is, by virtue of his position, a member of the Conference Church Education Ministries Convention
- b. Serves as an official member of the local Church Education Ministries Board
- c. Should attend local Church Education Ministries Board meetings, functions, and related activities
- d. Assumes the duties of the local Church Education Ministries Director in his absence
- e. May be given portfolio responsibilities by the local Church Education Ministries Director, specifically designating program areas for development promotion, and implementation
- f. Performs faithfully duties or assignments given him by the local Church Education Ministries Director and/or Board
- g. Attends and supports local church worship services, activities and functions
- h. Assists the local director in promoting the total Church Education Ministries program to the congregation
- i. Supports, in word and deed, Church Education Ministries at all levels

6. **Church Education Ministries Secretary/Treasurer**

The local Church Education Ministries Secretary/Treasurer, upon election or appointment by the local church, shall be responsible for the maintenance of accurate and official records of all proceedings of the local Church Education Ministries.

Suggested Responsibilities:

- a. Is, by virtue of position, a member of the Conference Church Education Ministries Convention
- b. Serves as an official member of the local Church Education Ministries Board
- c. Attends local Church Education Ministries Board meetings, functions and related activities
- d. Is responsible for handling the finances of all ministry groups within the local Church Education Ministries under the guidance and supervision of the pastor and local Church Education Ministries Director (Finances are to be kept in an orderly and business-like manner.)
- e. Maintains the local Church Education Ministries treasury containing the funds of all ministries of the local Church Education Ministries. He is responsible for keeping an accurate record of all receipts and disbursements of all local Church Education Ministries.
- f. Is responsible for paying all financial obligations to the Conference and General Church Education Ministries.
- g. Submits all requested reports and other information to the Conference Church Education Ministries office by the 10th of each month (Reports are to be approved and signed by the pastor.)
- h. Notifies the Conference Church Education Ministries office of all address/personnel changes within the local Church Education Ministries
- i. Is responsible for the maintenance of accurate and official records of all proceedings of the local Church Education Ministries Board
 - 1) Minutes of the local Church Education Ministries Board meetings shall be approved at each succeeding meeting.

- 2) A monthly financial statement shall be presented to the pastor and local Church Education Ministries Director at the close of each month. (A copy of the monthly report to the Conference Church Education Ministries may serve as this financial statement.)
- j. Assists the local Church Education Ministries Director in securing the cooperation of each local distinctive Church Education Ministry in meeting its total financial obligation to the General and Conference Church Education Ministries.
 - k. May be given portfolio responsibilities or other duties by the local Church Education Ministries Director, specifically designating program areas for development, promotion and implementation
 - l. Attends and supports local church worship services, activities and functions
 - m. Assists the local Church Education Ministries Director in promoting the total Church Education Ministries program to the congregation
 - n. Supports, in word and deed, Church Education Ministries at all levels

Note: A financial record-keeping system called C.E.R.K.S. (Church Education Record-Keeping System) has been developed by the General Church Education Ministries office to help the local secretary/treasurer keep adequate and accurate records and to fulfill his reporting obligations. The instruction manual with the system contains much more detail on the financial structure of the local Church Education Ministries than does this manual. C.E.R.K.S. is available from LifeSprings Resources, 1-800-541-1376.

7. Church Education Ministries Board Member

A local Church Education Ministries Board member, upon his election or appointment by the local church, shall help the local Church Education Ministries Director develop policies and engage in overall planning for the local Church Education Ministries.

- a. Is, by virtue of his position, a member of the Conference Church Education Ministries Convention.
- b. Serves as an official member of the local Church Education Ministries Board
- c. Should attend local Church Education Ministries Board meetings, functions and related activities
- d. May be given May be given portfolio responsibilities or other duties by the local director, specifically designating program areas for development, promotion, and implementation
- e. Faithfully performs all specific duties or responsibilities delegated him by the local Church Education Ministries Director and/or Board
- f. Attends and supports local church worship services, activities and functions
- g. Assists the local Church Education Ministries Director in promoting the total Church Education Ministries program to the congregation
- h. Supports, in word and deed, Church Education Ministries at all levels

8. **Ministry Director**

A local Church Education Ministry Director, upon his election or appointment by the local Church Education Ministries Board, is responsible for the planning, promotion and function of that ministry. The following are examples of ministry directors: Sunday School Director/Superintendent, Youth Ministry Director, Royal Rangers Senior Commander, Children's Church Director, and any other leader of a Church Education Ministry.

Suggested Responsibilities:

- a. Is, by virtue of his position, a member of the Conference Church Education Ministries Convention.
- b. Is in charge of this ministry under the supervision of the pastor, the local Church Education Ministries Director and/or Board
- c. May serve as a member of the local Church Education Ministries Board
- d. May serve as chairman, if a ministry committee is formed for his ministry. (The local Church Education Ministries is ex-officio member of all Church Education Ministries committees established by the local Church Education Ministries Board.)
- e. Sets specific goals, guidelines, and objectives for that ministry
- f. Selects, in consultation with the Church Education Ministries Director, the date(s), days, time, etc., for the ministry sessions
- g. Sees that arrangements for all meetings – publicity, place, refreshments, clean-up, etc. are made.
- h. Plans and/or conducts the ministry sessions, taking care to provide a balance of worship, instruction, fellowship, service and evangelism opportunities
- i. Prepares himself for this ministry spiritually, educationally and physically, always keeping in mind that the work of the Lord requires our very best.
- j. Conducts, with the assistance of the local Church Education Ministries Director, an on-going evaluation of that ministry

- k. Conducts, with the assistance of the local Church Education Ministries, an annual training seminar for workers in that ministry.
- l. Sees that proper enrollment, attendance, and follow-up records are kept, always maintaining some form of contact with ministry participants.
- m. Sees that all financial obligations are properly met.
- n. Attends and supports all local church worship services, activities, and functions.
- o. Promotes this ministry to the local church congregation and community.
- p. Submits to the local Church Education Ministries Director, information about his ministry for publication in the church's media (bulletin, announcements, newsletters, etc.).
- q. Supports, in word and deed, Church Education Ministries at all levels.

9. **Assistant Ministry Director**

The Assistant Ministry Director, upon his election or appointment by the local Church Education Ministries, serves as assistant to the ministry director in areas where he is requested.

- a. Serves as a member of the committee for his ministry, if one is established.
- b. Assumes the duties of the ministry director in his absence.
- c. May be given portfolio responsibilities by the ministry director, specifically designating program areas for development, promotion and implementation.
- d. Performs faithfully whatever duties or assignments are given him by the ministry director and/or committee.
- e. Attends and supports local church worship services, activities, and functions.
- f. Assists the local ministry director in promoting Church Education Ministries to the congregation.
- g. Supports, in word and deed, Church Education Ministries at all levels.

10. **Ministry Clerk**

The Ministry Clerk shall be responsible for the maintenance of accurate and official records of his particular ministry.

Suggested Responsibilities:

- a. Serves as a member of the committee for hi ministry, if one is established.
- b. Keeps the membership rolls, records of attendance, and records of offerings received by that ministry.
- c. Gives visitor and absentee cards to Ministry Outreach Leader.
- d. Forwards all funds received by this ministry to the local Church Education Ministries Secretary/Treasurer for deposit in the local Church Education Ministries treasury. (He shall count all offerings and record the amount before turning the money over to the Church Education Ministries Secretary/Treasurer.)
- e. Furnishes the local Church Education Ministries Secretary/Treasurer with requested information for use in preparing the proper reports.
- f. Sees that the local Church Education Ministries Secretary/Treasurer pays obligations related to the clerk's particular ministry.
- g. Assists the local ministry director in promoting the program of the ministry to the congregation.
- h. Supports, in word and deed, Church Education Ministries at all levels.

11. **Ministry Teacher/Instructor**

The ministry teacher/instructor shall be responsible for the instruction and training of the participants in that ministry. Because of classroom contact with the student(s), he is one of the most important “cogs in the wheel” of the local Church Education Ministries. Examples of ministry teachers/instructors are Sunday School teachers, Youth Ministry teachers, Bible Study leaders, Children’s Church workers, Day School teachers, Royal Rangers teachers, etc.

Suggested Responsibilities:

- a. Is in charge of the instruction sessions for this ministry.
- b. Arrives early for the session, allowing enough time to set up room, get necessary equipment and be prepared to greet the participants as they arrive.
- c. Plans the sessions so as to give a proper balance between worship, instruction, fellowship, service and evangelism. (All instructional texts and manuals must be in harmony with the doctrines of the International Pentecostal Holiness Church and should be approved by the pastor, the local Church Education Ministries Director and Board.)
- d. Spends the time necessary to prepare himself spiritually, physically and intellectually for each session.
- e. Welcomes all participants and makes certain the Ministry Clerk gives each visitor a visitor’s card so that proper follow-up can be achieved.
- f. Contacts each absentee and visitor weekly, making sure that they are aware of his care and concern for them.
- g. Sees that proper enrollment records are kept and forwarded to the local Ministry Clerk at the proper time.
- h. Attends and supports local church worship services, activities, and functions.
- i. Attends all local staff and training meetings.
- j. Seeks sources of extended training in the field of this ministry – seminars, new books, tapes, films, etc.

- k. Promotes all sessions and activities of this class to the church congregation and community in cooperation with the local Church Education Ministries Director.
- l. Supports, in word and deed, Church Education Ministries at all levels.

Note: Because of the unique structure of the Royal Rangers ministry, certain difference in job descriptions may apply. The "11 Point Meeting Plan" should be used for all meetings. Without exception, all prospective leaders are to attend and complete the Leadership Training Course offered through the Conference Church Education Ministries office. If the Conference doesn't offer the Leadership Training Course, then contact the National Royal Rangers at 1-800-882-8043.

12. Youth Pastor

The purpose of the Youth Pastor position is to assist the Senior Pastor in fulfilling God's vision for the overall ministry of the local Church. The Youth Pastor's ministry emphasis will be working with the Church Education Ministries Director to develop spiritual, physical, and emotional growth in youth. He/she will give oversight to these areas in a manner that will motivate an effective and sound relationship between the ministries, thus providing an atmosphere for spiritual growth and development.

Suggested Responsibilities:

- a. Is, by virtue of position, a member of the Conference Church Education Ministries Convention.
- b. Maintains a healthy relationship with the pastor.
- c. Attends and supports local church worship services, activities, and functions.
- d. Promotes, through Youth and Children's Ministries, the annual Easter Offering for Church Education Ministries.
- e. Specific to Youth Ministry
 - 1) Creates a ministry to help develop church teens through worship, instruction, fellowship, service, and evangelism opportunities.
 - 2) Develops a youth ministry that will minister to youth in the church, school, and community.
 - 3) Involves youth in District, Conference, and National Church Education Ministries functions, such as: Youth Vamps, Youth Rallies, National Bible Quest, National Talent Quest, National Ranger of the Year, District Rallies, College Preview Weekends, Church Education Ministries Conventions, Youth Quest, Global Quest, Easter Offering, and other opportunities available.
 - 4) Is responsible to place qualified leadership over every area of Youth Ministry.
 - 5) Is responsible for publicity and promotion for newsletters, and to local radio stations and newspapers about events and activities.

- 6) Develops a visitation program for absentees and follow-up procedure for all visitors.
 - 7) Coordinates all scheduled dates and activities with the Pastor, Church Education Ministries Director, and Youth Ministry staff and posts on the church calendar.
 - 8) Oversees and gives guidance regarding the athletic program, recreational grounds, athletic equipment of the local church.
- f. Specific to Children's Ministry (if given this portfolio assignment). This would only be assigned to full-time Youth Pastors.
- 1) Gives oversight and guidance to the Children's Ministry (ages 3 –12) (This ministry is composed of Children's Outreach and Children's Church.)
 - 2) Serves as a supervisor over the qualified leadership placed in the Children's Ministry, coordinating all scheduled dates and activities with the Children's Ministry staff and posts on the church calendar.
 - 3) Motivates the Children's Ministry staff to set goals, follow guidelines and reach objectives to effectively minister God's truth to children.
 - 4) Is responsible for publicity and promotion through local radio stations and newspapers.
 - 5) Helps the Children's Ministry staff conduct a visitation program for absentees through correspondence and home visits.
 - 6) Involves the children in District and Conference Church Education Ministries functions, such as: Kidz Camp, Bible Quest, Talent Quest, Rallies, Conventions, Easter Offering, and other programs.
- g. Supports, in word and deed, Church Education Ministries at all levels.

13. **Sunday School Superintendent**

A local Sunday School Superintendent, after his appointment by the local Church Education Ministries Board, is responsible for the planning, promotion, and function of the Sunday School Department. (In smaller churches the Church Education Ministries Director may serve as Sunday School Superintendent.)

Suggested Responsibilities:

- a. Is in charge of the Sunday School Ministry under the supervision of the pastor, the Church Education Ministries Director, and/or Board.
- b. Is, by virtue of his position, a member of the Conference Church Education Ministries Convention.
- c. May serve as a member of the local Church Education Ministries Board.
- d. May serve as chairman of the Sunday School Committee if one is formed. (The Church Education Ministries Director is ex-officio member of the Sunday School and all other ministry committees established by the local Church Education Ministries Board.)
- e. Sets specific goals, guidelines, and objectives for Sunday School.
- f. Mobilizes and supervises the Sunday School staff.
 - 1) Builds relationships with staff members.
 - 2) Develops an ongoing recruiting program for new workers.
 - 3) Has regular evaluation sessions with staff members.
 - 4) Inspires and trains staff members.
 - 5) Provides job descriptions for staff members.
 - 6) Guides and challenges staff members to fulfill the goals of the Sunday School.
 - 7) Leads the staff in workers' planning meetings.
 - 8) Provides adequate teaching materials and equipment.

- g. Sees that adequate curriculum is provided and ordered early.
- h. Plans special campaigns and programs to build interest and attendance in Sunday School.
- i. Provides an ongoing training program for workers and potential workers.
- j. Directs Promotion Day activities.
- k. Sees that absentees and visitors are contacted weekly.
- l. Initiates and supervises outreach programs to guard against Sunday School becoming a maintenance program.
- m. Guides the Sunday School in the development and care of a media center.
- n. Sees that students are provided the benefits of worship, instruction, fellowship, service, and evangelism opportunities.
- o. Aims for a high standard of excellence in ministry.
- p. Sees that proper records of finance, enrollment, attendance, and follow-up are kept.
- q. Conducts, with the Church Education Ministries Director, an ongoing evaluation of the Sunday School.
- r. Keeps himself spiritually, educationally, and physically fit for this ministry.
- s. Attends and supports all church worship services, activities, and functions.
- t. Promotes Sunday School to the church congregation and community.
- u. Submits, to the Church Education Ministries Director, information about Sunday School for publication in the church media.
- v. Supports, in word and deed, Church Education Ministries at all levels.
- w. Promotes, through Sunday School, the annual Easter Offering for Church Education Ministries.