

Responsibilities of Children's Sunday School Leaders

Children's Teacher

1. Teaches a small group of children during Bible-study time.
2. Reaches out to find and enroll children who need to be in Sunday School.
3. Contacts absentees weekly and all children in assigned groups regularly.
4. Cares for and ministers to assigned children and their families.
5. Witnesses to children and their families.
6. Fellowships with children and their families.
7. Participates in regular planning.

Children's Department Director

1. Leads teachers in all work of department including planning and evaluating.
2. Guides the large-group activities on Sunday morning.
3. Enlists all department workers.
4. Determines training needs for workers.
5. Secures literature and resources with secretary.
6. Maintains department records (if there is no secretary).
7. Represents department on Sunday School council (if there is no Children's Division director).

Children's Secretary

1. Maintains department attendance records.
2. Maintains department reaching contact records.
3. Orders literature and other supplies and resources.
4. Children's Outreach-Evangelism Director
5. Leads department workers in evangelistic visitation and prospect discovery.
6. Cooperates with the Sunday School outreach-evangelism director, as appropriate