

ADULT CLASS OUTREACH LEADER

The adult class outreach leader is the reaching arm of the class. This person is responsible for contacting and beginning relationships with prospects, visitors and new members in order to point them to Christ and assimilate them into the church through the Sunday School or other Bible-study groups.

Ministry Area/Department	Adult Sunday School
Position	Adult class outreach leader
Accountable To	Adult Bible study teacher
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Evangelism • Administration
Talents or Abilities Desired	Ability to communicate well with others • Organized
Best Personality Traits	Outgoing • Expresser
Passion For	Influencing people for Christ and encouraging them to become involved in the local church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities and encourage class members to participate in training opportunities.
2. Coordinate efforts with church outreach director and inform him or her of visitation progress.
3. Work with class members to identify, witness to and minister to prospects and enroll new members.
4. Develop a class prospect file and keep a record of contacts with those prospects and the results.
5. Pray for prospects, visitors and new members.
6. Initiate follow-up contacts (phone, write or visit) with class visitors.
7. Contact (phone, write or visit) prospects to inform them of your class studies and activities, and invite them to participate.
8. Be prepared to lead prospects to Christ or to provide a counselor when needed.
9. Welcome visitors and help new members feel accepted; introduce them to others; assimilate them into the life of the church.