

ADULT CLASS SECRETARY

The adult class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes, visitors, etc.; preparing or assisting with class correspondence when needed and welcoming newcomers to the class.

Ministry Area/Department	Adult Sunday School
Position	Adult class secretary
Accountable To	Adult Bible study teacher
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Organized • Attention to detail • Good penmanship
Best Personality Traits	Dependable
Passion For	Organization, accuracy and serving as a support person
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Keep accurate records of member attendance and up-to-date personal information (address, phone, birthday, etc.).
3. Welcome visitors and help new members feel accepted.
4. Ask visitors to complete appropriate forms or personally register them in your class by obtaining their names, addresses and phone numbers and determining whether or not they are members of another church.
5. Keep records of visitor and prospect information for outreach purposes. Have this information readily available to the teacher, outreach leader and other concerned staff.
6. Complete weekly attendance form, collect class offerings and turn them in to adult records clerk
7. Prepare or assist with special correspondence to class members.