

YOUTH CLASS SECRETARY

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

Ministry Area/Department	Youth
Position	Youth class secretary
Accountable To	Youth teacher
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational skills • Attention to detail • Good penmanship • Good role model • No criminal record of child abuse
Best Personality Traits	Dependable • Cheerful
Passion For	Encouraging teens
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours 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, help new members feel accepted and greet all attendees.
4. Prepare name tags for class leaders and for visitors as they arrive.
5. Register visitors in your class by obtaining name, address, phone number and determine whether or not they are a member of another church.
6. Keep records of visitor and prospect information for outreach purposes. Have this information readily available to the youth teacher, youth outreach leader or other concerned staff.
7. Complete weekly attendance form, collect class offerings and turn them in to youth records clerk.
8. Prepare or assist with special correspondence to class members.