



## *Tabernacle Baptist Church Sunday School Leadership Guide*

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**Welcome to Tabernacle Baptist Church**  
**Sunday School Sample Directory as of June 1, 2013**

**Sunday School begins at 9:45 a.m.**

**Preschool Department**

Pre-school Extended Session Coordinator

Infants, Toddlers..... Room B10  
2 year olds ..... Room B14  
Age 3 & 4 ..... Room B16

**Children's Department**

Grades K - 3 ..... Room B21  
Grades 4 & 5..... Room B22

**Youth Department**

Middle School (Grades 6, 7 & 8) ..... House Annex  
High School (Grades 9 – 12) ..... House Annex

**Adult Department**

Young Career (CoEd College to 35)..... Room A16  
Faith Class (CoEd 35-55) ..... Room B15  
Bi-Lingual Class (English/Spanish CoEd 35-55)..... Room A17  
Agape Class (CoEd 45-60)..... Room A15  
Golden Rule Class (Ladies 60-80)..... Room A12  
Go Forth Class (Men 55-80)..... Room A13  
Koinonia Class (CoEd 60-75) ..... Room A20-21  
Fellowship Class (Co-Ed 60-75) ..... Room A18-19  
E. W. Jones Class (Men 70+) ..... Room B13  
Pearl Class (Ladies 70+)..... Music Room

*All Sunday School officers, teachers and any other Sunday School leaders or those holding a position serve for one year. The Church Nominating Committee recommends to the Church in Conference the election of these positions in July of each year. The Sunday School year is September 1 to August 31.*

### **Qualifications for Sunday School officers, teachers and other leaders**

To be elected as a teacher or member of the Sunday School Council a candidate must have been a current member of Tabernacle Baptist Church for a period of at least 6 months. Exceptions to this requirement can be made on a case-by-case basis with the approval of the Sunday School Council, the Church Nominating Committee, and the Church in Conference.

### **Sunday School Council**

The Sunday School seeks to aid in the fulfillment of the Great Commission by providing a variety of Bible study classes which engage people to learn and understand their role as witnesses to others through discipleship, evangelism, fellowship, ministry, and worship.

The Great Commission:

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28: 19-20 (NIV)

The role of the Sunday School Council is to enhance the accomplishment of the mission of the church and to help the church live into its God-given future story or vision through the Sunday School Program. The Sunday School Council meets on a regularly scheduled basis on behalf of the Sunday School Leadership Team which consists of Sunday School Council and Teachers.

The Sunday School Council functions are:

- Plan the Sunday School ministry to accomplish the mission of the church
- Coordinate the Sunday School Ministry
- Evaluate the Sunday School Ministry
- Review and approve curriculum and literature to be used in the Sunday School classes

Sunday School Council is made up of the following membership: Sunday School Director, Sunday School Assistant Director, Homebound Coordinator, Secretary, Assistant Secretary, Outreach Coordinator, Preschool/Children, Youth, and Adult Department Representatives.

All members of the Sunday School Council will set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church, and not just as a member of the Sunday School Council.

### **Sunday School Director**

The Sunday School director serves as the general administrative leader of the church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. He/She leads the Sunday School Council in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's stated objectives.

Major Responsibilities:

1. Meet regularly with the pastor and staff to evaluate the work of the Sunday School and set agenda for Sunday School Council Meetings.

2. Lead the Sunday School Council Meetings.
3. Communicate goals and actions to leaders and participants and evaluate progress.
4. Lead in developing an effective organization that facilitates spiritual transformation.
5. Lead in efforts to call participants into service and in enlisting and developing new leaders.
6. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.

### **Sunday School Assistant Director**

The Sunday School Assistant Director serves as the assistant administrative leader of the church's Sunday School. This person is responsible for assisting in coordinating and communicating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. He/She participates in the Sunday School Council Meetings in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's stated objectives.

#### Major Responsibilities:

1. Attend the Sunday School Council Meetings.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Work with the staff education representative in the ordering and distribution of all classroom literature.
4. Assist in developing an effective organization that facilitates spiritual transformation.
5. Assist the Sunday School Director in providing reports, advertising, and notices regarding Sunday School activities to all classes and departments;
6. Assist the Sunday School Director in providing information on the Sunday School program into the Tabernacle Record and on the church's web site;
7. Assist in efforts to call participants into service and in enlisting and developing new leaders.
8. Assist the Sunday School Director in keeping all Sunday School classes and departments aware of Sunday School developments and efforts;
9. Assist in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.

### **Sunday School Outreach Coordinator**

The Outreach Coordinator provides overall direction and leadership toward involving unreached people in Sunday School classes and departments and provides a focus towards outreach within the Sunday School program.

#### Major Responsibilities:

1. Be a member of the Sunday School Council;
2. Promote outreach objectives with the Sunday School Council and in coordination with the Outreach Committee chairperson;
3. Work with the Sunday School Secretary to ensure that accurate records are kept so ~~that~~ contacts with visitors and prospects can be effectively maintained and Sunday School classes and departments can effectively work to meet outreach needs;
4. Guide all actions for outreach through Sunday School ministry, and coordinate those efforts with other church outreach and evangelism efforts;
5. Lead in evaluating outreach efforts made through the Sunday School ministry;

### **Preschool and Children Department Representative**

#### Major Responsibilities:

1. The department representative will be a member of the Sunday School Council;
2. Assist the Sunday School Director in coordinating activities between these departments and the Sunday School Council;
3. Promote objectives for these departments with the Sunday School Council;

Note: Preschool and Children are defined as Nursery through 5<sup>th</sup> grade for purposes of this position description.

### **Youth Department Representative**

#### Major Responsibilities

1. The department representative will be a member of the Sunday School Council;
2. Assist the Sunday School Director in coordinating activities between this department (as represented by the Youth Leadership Team and/or Youth Coordinator or Minister) and the Sunday School Council;
3. Promote objectives for these departments with the Sunday School Council;

### **Adult Department Representative**

#### Major Responsibilities

1. The department representative will be a member of the Sunday School Council;
2. Assist the Sunday School Director in coordinating activities between this department and the Sunday School Council;
3. Promote objectives for the department (with the age range for classes within the department as defined by the Sunday School Council) with the Sunday School Council;

### **Homebound Coordinator**

#### Major Responsibilities

1. The coordinator will be a member of the Sunday School Council;
2. Assist the Sunday School Director in coordinating efforts to extend the Sunday School Program to the homebound;
3. Promote objectives for homebound-related activities with the Sunday School Council;

### **Sunday School Secretary**

#### Major Responsibilities

1. The secretary will be a member of the Sunday School Council;
2. Process and maintain records, both general and by class, for the Sunday School program and compile reports, including prospect information for use by the Sunday School Council;

### **Sunday School Assistant Secretary**

#### Major Responsibilities

1. The Assistant Secretary will be a member of the Sunday School Council;
2. Will assist the Sunday School Secretary in his/her duties;
3. Fill in for the Sunday School Secretary when he/she is not able to perform the duties of that position.

## **Preschool Sunday School Department Leadership**

### Preschool Extended Session Coordinator

The Extended Session Coordinator coordinates the preschool ministry during worship services. This ministry is for families with children ranging from birth through 3 years of age. The Extended Session Coordinator enlists workers to be in both the Infant room and the Toddler room. Training is given to those who have not served in this ministry. The coordinator also checks supplies, reviews sanitation standards and coordinates needs in both those rooms to the staff education representative. The coordinator provides a quarterly listing of all volunteers for the church office and each volunteer.

### Common Tasks for Any Preschool Leader/Teacher

1. Obtains teaching materials and supplies prior to a session.
2. Plans and prepares in advance, arrives at least 15 minutes before class begins, evaluates, and participates in age-appropriate Bible teaching.
3. Visits, contacts, and ministers to preschoolers and their families assigned for ministry.
4. Participates in outreach ministry.
5. Participates in leader training events.
6. Participates regularly in both corporate and personal worship.
7. Set a positive example for others by living as an authentic witness of Christ and through active involvement in the life and ministry of the church.
8. Ensures that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit and promotes spiritual growth; invest himself or herself in building positive relationships with participants; and involve learners in age-appropriate Bible study.

## **Children's Sunday School Department Leadership**

### Common Tasks for Any Children's Leader/Teacher

1. Obtains teaching materials and supplies prior to a session.
2. Plans and prepares in advance, arrives at least 15 minutes before class begins, evaluates, and participates in age-appropriate Bible teaching.
3. Visits, contacts, and ministers to children and their families assigned for ministry.
4. Participates in outreach ministry.
5. Participates in leader training events.
6. Participates regularly in both corporate and personal worship.
7. Set a positive example for others by living as an authentic witness of Christ and through active involvement in the life and ministry of the church.
8. Ensures that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit and promotes spiritual growth; invest himself or herself in building positive relationships with participants; and involve learners in age-appropriate Bible study.

## Youth Sunday School Department Leadership

### **Student Leader**

1. Youth who serve as student leaders should:
2. Be disciples and conduct themselves in a way that honors God.
3. Witness to peers, lead them to faith in Jesus Christ, and church membership.
4. Help plan, promote, and participate in fellowship opportunities; encourage group members to participate in building fellowship.
5. Assist the teacher in reaching youth through personal and group visitation and encourage the involvement of class members in personal visitation and group outreach events.
6. Be personally involved in the Bible studies, encourage peers to be personally involved, and enlist class members to accept assignments in the Bible studies.
7. Maintain a personal quiet time, participate in corporate worship, and encourage other youth to do the same.
8. Assist the teacher in leading the class, and serve as a link between the teacher and class members. (Occasionally, the class leader should participate in weekly leadership meetings.)

### **Teacher**

A teacher's responsibility includes:

1. To live by the principle that the leader is the lesson and Sunday School is a seven-day-a-week strategy.
2. To administer the growth of a Youth Sunday School class by planning weekly for effective Bible study, and to participate in training opportunities.
3. To evangelize youth and the adults who influence them through regular contacts, participation in personal visitation, and class outreach events.
4. To disciple teenagers in their relationship with God and to enlist and train youth to serve as class leaders.
5. To guide youth to fellowship with each other as well as with the entire church.
6. To minister to teens and their families and to lead youth to care for one another.
7. To lead youth to worship by helping them develop a lifestyle that includes personal quiet times and participation in corporate worship.
8. To teach youth the Bible using a variety of teaching-learning approaches and prayerfully guiding youth toward spiritual transformation.
9. Lead participants toward faith in the Lord Jesus Christ and guide them to serve Him through evangelism, discipleship, fellowship, ministry, and worship; organize the class to support that work effectively.
10. Participates in outreach ministry.
11. Participates in leader training events.
12. Participates regularly in both corporate and personal worship.
13. Set a positive example for others by living as an authentic witness of Christ and through active involvement in the life and ministry of the church.
14. To ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit and promotes spiritual growth; invest himself or herself in building positive relationships with participants; and involve learners in meaningful Bible study.

## **Adult Sunday School Department Leadership**

### **Teacher**

An adult teacher is responsible for leading people toward faith in Christ and guiding them to serve God through evangelism, discipleship, fellowship, ministry, and worship. In pursuing this mission, a teacher must understand that teaching moves beyond the Bible study session into the daily living of participants. A teacher must look for opportunities to mentor participants before and after Bible study sessions.

The major responsibilities are to:

1. Lead a small group of adults in meaningful Bible study.
2. Build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet their needs.
3. Lead participants toward faith in the Lord Jesus Christ and guide them to serve God through evangelism, discipleship, fellowship, ministry, and worship; organize the class to support that work effectively.
4. Encourage class members who exhibit gifts of teaching to develop and utilize those gifts.
5. Participates in outreach ministry.
6. Participates in leader training events.
7. Participates regularly in both corporate and personal worship.
8. Set a positive example for others by living as an authentic witness of Christ and through active involvement in the life and ministry of the church.
9. Ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit and promotes spiritual growth; invest himself or herself in building positive relationships with participants; and involve learners in meaningful Bible study.

### **Class President/Leader**

An adult class President/Leader may be enlisted to direct the overall work of the class, relieving the teacher of administrative responsibilities. A class president/leader works closely with both the teacher and class team leaders to ensure that all key areas of work are addressed appropriately and that the class is properly organized and mobilized for its mission. The class mission is to lead people to faith in the Lord Jesus Christ and building Great Commission Christians through involvement in evangelism, discipleship, fellowship, ministry, and worship.

### **Class Outreach Leader**

An adult class outreach leader works with the Sunday School Outreach leader to lead the class in outreach.

The primary responsibilities are to:

1. Coordinate all outreach activities of the class.
2. Coordinate prospect-discovery and prospect-enlistment efforts of the class.
3. Lead members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
4. Maintain prospect records for the Bible study group.
5. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.



### **Class Group/Inreach Leader**

An adult class Group/Inreach leader works with the class leader or director to lead the class in group/inreach activities.

The primary responsibilities are:

1. Coordinate all group/inreach activities of the class.
2. Maintain prospect records for the class in coordination with the class secretary.
3. Lead members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages class members to lead others to Christ.
4. Set a positive example for others by living as an authentic witness to Christ and being fully involved in the life and ministry of Tabernacle.

### **Class Secretary**

An adult class secretary provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources.

The primary responsibilities are to:

1. Meet regularly with the Bible study group leadership team.
2. Process and maintain general records for the Bible study group and compile reports as requested, including prospect information.
3. Coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
4. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

## **TABERNACLE BAPTIST CHURCH TEACHER COVENANT**

### **Sunday School Teachers of Tabernacle Baptist Church commit to:**

1. Have made a public profession of Jesus Christ as Lord and Savior
2. Be a member of Tabernacle Baptist Church
3. Be in agreement with the doctrinal positions of the church ("Who We Are" document)
4. Be a consistent and regular attendee of Tabernacle Baptist Church worship services
5. Be on a path of faithful tithing to Tabernacle Baptist Church
6. Take advantage of church, associational, state Sunday School training opportunities
7. Be a shepherd to class members and guests
8. Lead and encourage outreach and inreach in an effort to strengthen and grow the Sunday School Ministry
9. Be well prepared each Sunday to teach
10. Strive to be in Sunday School classroom 10 minutes prior to the beginning of Sunday School

11. In case of absence, contact co-teacher to substitute or contact Sunday School Director or staff education representative to help secure a substitute
12. Ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit and promotes spiritual growth
13. Invest herself or himself in building positive relationships with participants
14. Involve learners in meaningful Bible study
15. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church

**Tabernacle Baptist Church commits to:**

1. Pray for all Sunday School teachers, students, and classes
2. Provide all necessary Sunday School and educational materials
3. Provide and inform Sunday School teachers of Sunday School training opportunities
4. Hold regularly scheduled teachers' meetings
5. Offer training for Sunday School teachers to supplement weekly Bible study and Sunday School preparation
6. Enlist, as necessary, additional teachers or substitute teachers
7. Provide an orderly and secure classroom and teaching environment
8. Give continual encouragement and support to Sunday School teachers
9. Provide outreach/inreach methods and materials
10. Address any teacher concerns and suggestions
11. Assist Sunday School teachers, students, and class in any way possible