WENDY DISCIPLESHIP

ADULT SABBATH SCHOOL SECRETARY

Ministries in the Discipleship group are responsible for small groups and other education focused events that encourange growth

INTRODUCTION

A ministry of ordering and distributing materials for church programs, and providing clerical help for program leaders.

DUTIES

1. Communication - You will send out announcements or make phone calls to remind people of the meetings of the Sabbath School committee. You will check with the leaders of the adult Sabbath School classes and other divisions each week to review their membership list, gather their offerings, provide them with supplies, as well as listen for their suggestions and needs. You will communicate these needs to the pastor or other appropriate leader. You are the contact person for the conference church ministries department and will be sent bulletins, and other items of information which need to be routed to the right person in your congregation. You are the link in the chain through which most communication will travel.

2. Records and statistics - The minutes of the church ministries council and perhaps other committees may be kept by the Sabbath School secretary, and copies promptly sent to each of the committee members as a reminder of decisions and assignments and as a way to inform absent members. Each Sabbath School teacher and division leader is to be supplied with a membership record folder and encouraged to keep a list of people in the group. On the second Sabbath of each quarter, attendance counts are to be collected both during Sabbath School and the worship hour. These form the basis for filling out the Sabbath School profile (Form A-300) which is the official statistical report of the Sabbath School in your church.

3. Supplies - A number of Sabbath School supplies and materials are needed in each local Adventist church. The Sabbath School must have quarterlies, helps for teachers and leaders, and

DUTIES (cont'd)

many other items in order to function. It is the responsibility of the Sabbath School secretary to see that these items are ordered in advance of the need, received, stored carefully and distributed on time. You are the supply agent upon which all of the other Sabbath School leaders depend.

4. Secretarial assistance - Unless you are in a large church which hires an office secretary, the leaders of your congregation will need you to help provide secretarial work necessary to carry on the business of the Sabbath School. This may include general correspondence, mailings, filing, setting up and maintaining mailing lists, preparing announcements and agendas. You may need additional help when major projects require lots of work.

5. Meetings - At meetings of the Sabbath School council, you will need to be secretary of the group. Depending on the size and organization of your local church, you may also be a member of various other committees.

6. Money - Deacons will collet Sabbath School offerings. Quarterlies and other Sabbath School materiel orders will be billed directly to the church office.