

Class Organization Titles and Responsibilities

Teacher – Facilitator, leader of Bible study time and class coordinator.

Associate Teacher – Assist the teacher in leadership of the class and teach no less than once each month.

Ministry Coordinator - (Inreach leader) To have weekly contact with Care Group Leaders, encouraging them to contact their assigned members, both active and inactive. To encourage and involve class in ministry projects and endeavors.

Care Group Leaders – To have weekly contact with the assigned six or fewer enrolled class members and prospects, encouraging them through the week and to attend Bible study class, worship, and special events. Care Group Leaders also serve as a link in the class prayer chain.

Secretary/clerk – To record attendance on Sunday morning for class. In a friendly way ensuring all guests and new members fill out cards completely. Also ensure class members and church office are kept aware of address and contact information changes for members and prospects.

Worship & Prayer Coordinator – Coordinate and administrate prayer ministry for class.

Fellowship Coordinator – Plan and promote monthly class events and activities (picnics, outings, local mission projects)

Discipleship Coordinator – Keep class members apprised of discipleship opportunities and research discipleship resources for class as needed.

Missions Leader – Coordinate missions projects for the class to undertake.

Food coordinator – Plan food services and meals to be prepared and delivered for families during times of illness, birth, and bereavement.

Greeters – Be in classroom 15 minutes prior to class starting time to welcome all members and guests. Be able to carry on light inviting conversation and work with class to create a warm and friendly atmosphere for guests.

You can create as many positions as you like. The key is to have a ministry area of responsibility for everyone in the class. Other ways you can employ the class members are: Snack (doughnut & refreshment list) coordinator, Research assistants, Room assistants (help with room set up), name tag coordinator.

The more people you involve in your class the more productive and effective your class will become. An active class with active class members is a growing class. People respond to expectations and accountability. Involve every member in your class. People today want involvement and respond accordingly. Involvement, everyone working together is key to growth.