

# The Sunday School Secretary

## Basic Role

The Sunday School secretary assists the Sunday School Planning Team by providing vital support related to record keeping, reports, and other communications; securing Bible study curriculum, supplies, and other resources; and coordinating the distribution of resources. The Sunday School director or outreach-evangelism director assumes this role in churches without a Sunday School secretary.

## Major Responsibilities

- Meet regularly with the Sunday School Planning Team.
- Process and maintain general records for Sunday School and compile reports, including prospect information.
- Coordinate ordering and distribution of Bible study curriculum materials, supplies, and other resources.
- 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.