
Sunday School Directors**Aversboro Road Baptist Church Mission Statement:**

To proclaim the gospel of Jesus Christ and to minister to the needs of our Congregation, the Community, and the World, through the leadership of the Holy Spirit.

General Purpose of the Position:

Two Sunday School Directors, layman positions are responsible to the Church for all Sunday School organizations of the Church in accordance with the plans and methods of the Southern Baptist Convention and/or State Convention, as projected through the Lead Pastor, Church Staff, Diaconate, Councils, Committees, Directors, Officers, Minister Leaders, and the Membership, consistent with the approved Church Constitution, Bylaws, Policies and Procedures.

Qualifications:

1. A spiritually-gifted Minister Leader, elected by the church, with a background in Christian Education or Administration.
2. A spiritually matured Disciple of Christ with a confirmed call by God to serve in this leadership position.

Responsibilities:

1. Direct the planning, organization, coordination, implementation, and evaluation of a comprehensive program of Christian Education, and Spiritual growth in the Sunday School.
2. Serve as a member of the Church Council.
3. Serve as Chair and Vice Chair Sunday School Council.
4. Confer with the pastor and staff periodically on the state of education ministries and report at scheduled Church Conferences.
5. Work closely with the Nominating Committee, Division Directors and the Church governing leadership, in the recruitment and placement of volunteer workers for this ministry.
6. Work with staff and Sunday School Division Directors to plan meetings and/or clinics with a view toward increasing individual performance and reaching optimum efficiency and effectiveness of the educational programs.
7. Keep abreast of new teaching methods, equipment, and materials for enhancing the quality of instruction.
8. Prepare and submit to the Budget & Finance Committee, annual budget requirements on a timely basis.
9. Assure the timely ordering, receipt, and distribution of all literature and supplies.

10. Develop, and upon Church approval, implement a program of fellowship, retreats and/or seminars purposed to enhance the skills and spiritual growth of volunteer Ministers.

Duties:

1. Administer the approved annual budget for Sunday School.
2. Manage the preparation, printing, publication, and distribution of intra-ministry information and promotional materials.
3. Seek personally to win unsaved and unlisted prospects for membership.
4. Keep the membership informed on Sunday School ministries through the newsletter, bulletin, worship-service announcements, and special messages.
5. Update the Church activity calendar as required.
6. Be able to advise and encourage church members.
7. Attend deacon meetings on request.
8. Promote a strong intra-adult ministry inreach, outreach and missions program.
9. Encourage volunteer Minister participation in spiritual growth programs.
10. Be watchful for and solicit gifted-persons for leadership training and placement.
11. Be a faithful steward of personal resources.
12. Maintain a private program of prayer and Bible study.