

Church

Job Description

Job Title: Sunday School Secretary/Assistant Secretary

Reports To: Sunday School Director

Position Status: Full-Time

Purpose:

To assist the Sunday School Director in ordering and distributing education materials, taking meeting minutes, and keeping Sunday School attendance records.

Composition, Appointment & Tenure:

The term is for two years; to serve as assistant secretary during the first year and to serve as primary secretary during the second year.

Duties:

1. Be familiar with the logistics of the Sunday School materials in the church office.
2. Collaborate with Sunday School Director to maintain updated lists of classes, team leaders and teachers, classroom locations and study materials.
3. Attend the Sunday School Christian Education Committee and team leader meetings; take and distribute summary minutes.
4. Order Sunday School material in a timely manner and distribute to team leaders and/or class rooms prior to the first Sunday of each new quarter.
5. Facilitate regular Sunday School attendance taking in collaboration with team leaders; periodically enter attendance information in the Sunday School Class Record Database. At the end of each quarter, issue an attendance report sending copies to the Sunday School Christian Education Committee members and the Pastor.
6. Collect used and unused Sunday School material from Sunday School Teachers or team leaders or class rooms at the end of each quarter and have the materials stored in appropriate storage.
7. Collaborate with Church Secretary to insure that Sunday School attendance records and other necessary functions are maintained in the event that neither the Sunday School Secretary or the Assistant Secretary are able to do so.

Assistant Sunday School Secretary

1. The Assistant Sunday School Secretary shall be available to help the Sunday School Secretary as requested.
2. The Assistant Sunday School Secretary shall become the Sunday School Secretary after serving one year as assistant.

Evaluation and compensation:

The Sunday School Director will conduct an annual performance evaluation on the Sunday School Secretary/Assistant Secretary and review the compensation package.

I have read and received a copy of my job description.

Employee

Date

Revised: _____