

Job Description

Title	Sabbath School Superintendent (Coordinator)
Purpose	<p>To establish the 4 basic goals of Adventist Sabbath Schools:</p> <ol style="list-style-type: none"> A. To encourage the study of Scripture, using the Bible Study Guides (quarterlies) for each division as the curriculum source. B. Help create a caring and nurturing environment. C. Promote soul-winning goals and activities from within each class or division. D. Report on the Mission Program of the SDA Church and promote Systematic financial support of the mission program.
Term	One or two years, depending on local church officer election cycle.
Accountability	To the Church Board, S.S. Council, and the Michigan Conference Adult Sabbath School Director.
Authority:	<ol style="list-style-type: none"> 1. To call S.S. Council meetings 2. To authorize expenditure of funds for the S.S. in harmony with the budget.
Responsibilities	<ol style="list-style-type: none"> 1. It is the duty of the superintendents/coordinators, to administer the entire Sabbath School. 2. If there are no assistant superintendents/coordinators, this person will also care for additional duties of the adult Sabbath School division, 3. Member of the Church Board. 4. Chair Sabbath School Council/committee. 5. Give attention to the development of S.S. leadership, build a soul-winning Sabbath School, and recruitment of volunteers. 6. Attend to the staffing needs of divisions. 7. Arrange for supplies, equipment, and meeting space for divisions.
Qualifications	<ol style="list-style-type: none"> 1. Committed born-again Christian and sound in the faith. 2. Example in Christian and family living. 3. Returns a faithful tithe to the local church. 4. Dresses according to the highest Christian standards. 5. Is able to organize, plan and be a cooperative team player consistently
Support and Resources:	<ol style="list-style-type: none"> 1. Regular meetings with the pastor. 2. <i>The Sabbath School Handbook</i>, NAD 2000 edition. 3. <i>Church Manual</i> 4. Resources at the ABC and Adult Sabbath School Department Of the Michigan Conference.
Time Commitment:	<p>8 Hours a month. 1-2 hours per month for the S.S. Council meeting.</p> <p>1-2 hours per month for Church Board meeting. 2-4 hours per month may be spent in recruiting volunteers, promoting training events, and caring for other administrative duties. Budget time for prayer, studying S.S. methods and planning ways in which the S.S. can reach its objectives.</p>

Job Description

Title	Assistant Sabbath School Superintendent (Coordinator)
Purpose	<p>There are two possible job descriptions for Assistants to have</p> <ol style="list-style-type: none">1. Each assistant may be assigned a certain number of Sabbath programs for the Adult division during the term of service, and plans all activities for the assigned Sabbaths.2. Each assistant takes charge of a different aspect of Sabbath School and plans activities within taht area of responsibility for the term of service.
Term	One or two years, depending on local church officer election cycle.
Accountability	To the Sabbath School superintendent and S.S. council.
Responsibilities	<ol style="list-style-type: none">1. Direct activities of the Sabbath School in harmony with the 4 basic goals<ul style="list-style-type: none">• To encourage the study of Scripture, using the Bible Study Guides (quarterlies) for each division as the curriculum source.• Help create a caring and nurturing environment.• Promote soul-winning goals and activities from within each class or division.• Report on the Mission Program of the SDA Church and promote systematic financial support of the mission program.2. Fulfill assigned job description as determined by the S.S. Council and respective duties.3. Member of the S.S. Council.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is able to organize, plan and be a cooperative team player consistently
Support and Resources:	<ol style="list-style-type: none">1. Regular meetings with the pastor.2. <i>The Sabbath School Handbook</i>, NAD 2000 edition.3. <i>Church Manual</i>4. Resources at the ABC and Adult Sabbath School Department Of the Michigan Conference.
Time Commitment:	4-5 hours per month. 1-2 hours for S.S. Council. Balance in planning and executing the goal and activities on is responsible for. Budget time for prayer, studying S.S. methods and planning ways in which the S.S. can reach its objectives.

Job Description

Title	Adult Sabbath School Teacher/Class Leader
Purpose	The role of the teacher/class leader is primarily to assist people in learning from Scripture what will lead to development of faith. The teacher/class leader is also expected to promote fellowship, soul-winning outreach, and the support of world missions.
Term	One year or as determined by the S.S. Council.
Accountability	To the Lord, to Scripture, to the adult division superintendent, and the Adult Sabbath School Director of the Michigan Conference.
Responsibilities	<ol style="list-style-type: none">1. To lead the class in a meaningful and redemptive study of God's word through creative and effective teaching methodologies.2. Teach the lesson and/or serve as discussion leader depending on the type of class, but with the objective of leading each member into a deeper understanding of the Bible.3. Be aware of the characteristics of adult learners and their life issues and attempt to meet those needs.4. Helps the class to set goals for soul-winning projects, and helps each individual member to find an avenue of service for the Lord, so each can become a true disciple.5. Encourages members to invite friends to class and recognizes each visitor who attends.6. Promotes the weekly world mission offering.7. Attends teacher training seminars and the local weekly teacher's meeting.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is known within the church as a diligent student of the scriptures.6. Has a good reputation with those outside the church.7. Has a gift of teaching and serves more as a facilitator than a lecturer.
Support and Resources:	<ol style="list-style-type: none">1. Leading adult Sabbath School -Facilitating interactive Bible Study by C. Betz and J. Calkins2. <i>The Sabbath School Manual</i>, NAD 2000 edition.3. Regular teacher meetings as well as training seminars of the Michigan Conference.
Time Commitment:	25-30 hours per month. The time involved in lesson preparation depends on the background and training of the teacher/class leader. 3-5 hours per week for lesson preparation. 2-4 hours for teacher's meetings in some cases, teachers are made a member of the S.S. Council which requires about 1 hour. Home visitation of class members and prospective class members on an as needed basis.

Job Description

Title	Sabbath School Secretary
Purpose	It is the duty of the secretary to attend to the clerical work of the S.S. -- keep records and statistics, oversee supplies, provide communication, and care for the S.S. offerings
Term	One or two years, depending on local church officer election cycle.
Accountability	To the S.S. superintendent, assistant superintendent, and S.S. council. Assistant secretaries report to the secretary. Division leaders and class leaders are also responsible for reporting membership, attendance, and offerings to the secretary.
Responsibilities	<ol style="list-style-type: none">1. Distributes supplies to teachers.2. Gathers class records and offerings from each adult class and all divisions.3. Gives to church treasurer all monies received from S.S.4. Orders S.S. supplies and special helps.5. Keeps minutes of the S.S. Council.6. Sends Quarterly S.S. reports to the Michigan Conference.7. Prepares new class records each quarter.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is dependable and able to keep consistent records and is also accurate with detail, especially figures.
Support and Resources	<ol style="list-style-type: none">1. <i>The Sabbath School Handbook</i>, NAD 2000 edition.2. <i>Church Manual</i>3. Resources at the ABC and Adult Sabbath School Department of the Michigan Conference.