

## **Job Description**

<b>Title</b>	<b>Cradle Roll Leader</b>
<b>Purpose</b>	To lead out in the Cradle Roll Divisions.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the Sabbath School Council
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To Promote the Sabbath School objectives of:<ol style="list-style-type: none"><li>a. Every child in regular attendance at S.S.</li><li>b. Daily study of lesson and memory verse.</li><li>c. Systematic gifts for missions.</li></ol></li><li>2. To call a division staff meeting quarterly to discuss aims, goal, devices, songs and room decorations.</li><li>3. To schedule the leader and assistants for program leadership responsibility.</li><li>4. Discuss near end of quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.</li><li>5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.</li><li>6. Identify the spiritual needs of the children through appropriate communication including the children, parents, Pastor, and staff.</li><li>7. To be present before children arrive.</li><li>8. To cheerfully welcome the children as they arrive.</li><li>9. Begin S.S. at 9:15 a.m. and finish at 9:40 a.m.</li><li>10. To take class record.</li><li>11. Prepare for and present the S.S. program which is supplies by the church.</li><li>12. Send <u>Little Friend</u> to children who are absent.</li><li>13. Work with the Investment Secretary in promoting investment in your division.</li><li>14. Represent the division at the S.S. Council as a member.</li><li>15. Attend workshops held by the Conference.</li><li>16. Support Vacation Bible School.</li><li>17. Visit all members of division periodically through the year.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Committed born-again Christian and sound in the faith</li><li>2. Example in Christian and family living.</li><li>3. Returns a faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Friendly pleasant person.</li><li>6. Gift of Hospitality.</li><li>7. Be prompt!</li></ol>

## Job Description

<b>Title</b>	<b>Kindergarten Leader</b>
<b>Purpose</b>	To lead our children to Jesus in the Kindergarten Divisions.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the Sabbath School Council
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To Promote the Sabbath School objectives of:<ol style="list-style-type: none"><li>a. Every child in regular attendance at S.S.</li><li>b. Daily study of lesson and memory verse.</li><li>c. Systematic gifts for missions.</li></ol></li><li>2. To call a division staff meeting quarterly to discuss aims, goal, devices, songs and room decorations.</li><li>3. To schedule the leader and assistants for program leadership responsibility.</li><li>4. Discuss near end of quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.</li><li>5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.</li><li>6. Identify the spiritual needs of children through appropriate communication including the children, parents, Pastor, and staff.</li><li>7. To be present before children arrive.</li><li>8. To cheerfully welcome the children as they arrive.</li><li>9. Begin S.S. at 9:15 a.m. and finish at 9:40 a.m.</li><li>10. To take class record.</li><li>11. Prepare for and present the S.S. program which is supplies by the church.</li><li>12. Send <u>Little Friend</u> to children who are absent.</li><li>13. Work with the Investment Secretary in promoting investment in your division.</li><li>14. Represent the division at the S.S. Council as a member.</li><li>15. Attend workshops held by the Conference.</li><li>16. Support Vacation Bible School.</li><li>17. Visit all members of division periodically through the year.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Committed born-again Christian and sound in the faith</li><li>2. Example in Christian and family living.</li><li>3. Returns a faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Friendly pleasant person.</li><li>6. Gift of Hospitality.</li><li>7. Be prompt!</li></ol>

## Job Description

<b>Title</b>	<b>Primary Leader</b>
<b>Purpose</b>	To lead out in the Primary Divisions.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the Sabbath School Council
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To Promote the Sabbath School objectives of:<ol style="list-style-type: none"><li>a. Every child in regular attendance at S.S.</li><li>b. Daily study of lesson and memory verse.</li><li>c. Systematic gifts for missions.</li></ol></li><li>2. To call a division staff meeting quarterly to discuss aims, goal, devices, songs and room decorations.</li><li>3. To schedule the leader and assistants for program leadership responsibility.</li><li>4. Discuss near end of quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.</li><li>5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.</li><li>6. Identify the spiritual needs of the children through appropriate communication including the children, parents, Pastor, and staff.</li><li>7. To be present before children arrive.</li><li>8. To cheerfully welcome the children as they arrive.</li><li>9. Begin S.S. at 9:15 a.m. and finish at 9:40 a.m.</li><li>10. To take class record.</li><li>11. Prepare for and present the S.S. program which is supplies by the church.</li><li>12. Send <u>Primary Treasure</u> to children who are absent.</li><li>13. Work with the Investment Secretary in promoting investment in your division.</li><li>14. Represent the division at the S.S. Council as a member.</li><li>15. Attend workshops held by the Conference.</li><li>16. Support Vacation Bible School.</li><li>17. Visit all members of division periodically through the year.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Committed born-again Christian and sound in the faith</li><li>2. Example in Christian and family living.</li><li>3. Returns a faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Friendly pleasant person.</li><li>6. Gift of Hospitality.</li><li>7. Be prompt!</li></ol>

## **Job Description**

<b>Title</b>	<b>Junior and Earliteen Leader</b>
<b>Purpose</b>	To lead and teach children to know Jesus.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the Sabbath School Council
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To Promote the Sabbath School objectives of:<ol style="list-style-type: none"><li>a. Every child in regular attendance at S.S.</li><li>b. Daily study of lesson and memory verse.</li><li>c. Systematic gifts for missions.</li></ol></li><li>2. To call a division staff meeting quarterly to discuss aims, goal, and program.</li><li>3. To discuss near end of each quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.</li><li>4. To purchase from the money budgeted items needed for developing and maintaining division supplies.</li><li>5. To be present before children arrive.</li><li>6. To cheerfully welcome the young people as they arrive.</li><li>7. Begin S.S. at 9:15 a.m. and finish at 10:40 a.m.</li><li>8. To take class record.</li><li>9. To prepare and lead out in the S.S. program supplied by the church.</li><li>10. To send the "Guide" to absentee young people.</li><li>11. To encourage the young people to take a definite stand for Christ.</li><li>12. To plan and organize additional spiritual and social activities that will enhance the spiritual growth of the young people.</li><li>13. To work with the Investment Secretary in promoting Investment in your division.</li><li>14. To encourage teachers to maintain a high spiritual tone at all times.</li><li>15. Support the Pathfinder program.</li><li>16. To visit members of the division periodically through the year.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Committed born-again Christian and sound in the faith</li><li>2. Example in Christian and family living.</li><li>3. Returns a faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Have enthusiasm.</li><li>6. Be cheerful and love children.</li><li>7. Be prompt!</li></ol>

## **Job Description**

<b>Title</b>	<b>Youth Leader</b>
<b>Purpose</b>	To plan and carry out the Sabbath School program and to lead young people to know their friend Jesus.
<b>Term</b>	One or two years, depending on local church officer election cycle.
<b>Accountability</b>	To the Sabbath School Council
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To Promote the Sabbath School objectives of:<ol style="list-style-type: none"><li>a. Every individual in regular attendance at S.S.</li><li>b. Daily Bible study.</li><li>c. Systematic gifts for missions.</li></ol></li><li>2. To call a division staff meeting quarterly to discuss aims, goal, and program, coordinating with the leader of the adult division.</li><li>3. To discuss near end of each quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.</li><li>4. To use the money budgeted to plan S.S. programs and social activities.</li><li>5. To schedule the leader and assistants for program leadership responsibility.</li><li>6. To identify the spiritual needs of youth through appropriate communication, including the youth, parents, Pastor, and staff.</li><li>7. Begin S.S. at 9:15 a.m. and finish at 10:40 a.m.</li><li>8. To take class record.</li><li>9. To prepare and lead out in the S.S. program supplied by the church.</li><li>10. To become acquainted with the visitors.</li><li>11. Assure delivery of study helps to absentee youth.</li><li>12. To visit members of the division periodically through the year.</li></ol>
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Committed born-again Christian and sound in the faith</li><li>2. Example in Christian and family living.</li><li>3. Returns a faithful tithe to the local church.</li><li>4. Dresses according to the highest Christian standards.</li><li>5. Loves young people and has confidence in the youth.</li><li>6.. Be prompt!</li></ol>