

CONGREGATIONS MIISTRY DECRPTION
Trinity Lutheran Church, Savannah, Georgia

MINISTRY NAME

SUNDAY SCHOOL SECRETARY

PURPOSE

- Provides clerical and administrative support for the Sunday School program.

COMPOSITION & ORGANIZATION

- The SS Secretary is a volunteer position appointed by the Chair, Board of Christian Education and the Sunday School Superintendent.

ACCOUNTABILITY

- The SS Secretary is accountable to the SS Superintendent and the Chair, Board of Christian Education.

QUALIFICATIONS

- The SS Secretary shall have the necessary secretarial skills required for clerical duties.
- A background check is required.

RESPONSIBILITIES

- Assist with SS Opening set-up which includes the following: table and chair arrangement, offering basket, candle lighters, birthday gift box, welcome packets, pencils, and boxed offering envelopes.
- Ring the bell at 9:45 a.m. in the Social Hall.
- Places SS attendance clipboards at each classroom at the beginning of the SS hour. Counts number of adults in SS classes. Records attendance.
- Once a month send out birthday and “we miss you cards” to SS students. Send “thinking of you cards” to TLC Shut-ins.
- The SS Secretary in cooperation with the Board of Stewardship shall provide youth offering envelopes to the children attending SS. Administer the assignment of envelope numbering and provide mailing addresses and contact information to the Financial Secretary as needed. Record each contribution on the pre-printed sheet in the SS binder. Place the counted offering in an un-numbered offering envelope labeled as SS. Place the completed pre-printed sheet along with the offering in the offering plate.
- Obtain contact information for each new SS child and give a copy of this information to their SS teacher when you escort the new attendees to class. Assist parents with filling out the Sunday School registration form. Update SS roster as necessary.
- Provide a SS welcome packet to new families.
- Ring the closing bell at 10:50 a.m. in the Education Building to dismiss classes.
- Assist with planning and executing events and programs for Sunday School.