

Sunday School Secretary Ministry Description

Assist with SS Opening set-up:

SS Opening set-up includes the following: tables & chairs arrangement, offering basket, candle lighters, gift box, welcome sign, welcome packets, pencils, and boxed offering envelopes, when the SS Superintendent is out. Prepare coffee before SS starts for Adult SS.

Record SS Attendance:

Pass out SS Attendance Cards prior to the beginning of SS. Look for the SS Teacher Sign at each Classroom's Doorway. In addition, count each adult in all of the Adult SS Classes. For Adult SS Classrooms locations, reference the Church Bulletin. Collect and record attendance numbers on preprinted sheets in the SS binder which is located in the top drawer of the SS desk. Once a month, write down the names of each child that has missed SS at least three times within the past month and provide this information to the SS Superintendent.

Count offering money:

The Sunday School 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 or in the security safe located in the Ushers closet near the entrance to the Sanctuary. See the SS Superintendent if there are questions concerning this process.

Obtain contact information:

Obtain contact information for each new SS child when they are dropped off by their parents/providers, if possible, and give a copy of this information to their SS teacher when you escort the new attendees to class, as well as the SS Superintendent. If the family would like to join TLC or is a returning TLC member, provide a Welcome Packet and ask the parent(s) to fill out the SS Registration Form located in each Welcome Packet, if time allows. Offer coffee, if desired.

Ring the Bell at 10:50 to dismiss classes.