

MINISTRY TEAM part 2

Involvement Leader

Main Tasks:

- Stays informed of ministry needs in the church and community
- Encourages the class members to be involved in service both individually and as a class
- Maintains class contact with those who are already serving, involves them in fellowships.
- Coordinates work with assigned Preschool Class

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor Sec

Care Group Leader

Main Tasks:

- Build relationships within a small group of people within the class.
- Contacts all members of care group periodically, especially absentees, to seek prayer needs.

Contact Info for my Care Group

Name: _____

Phone: _____

Email: _____

Care Group Leader List

Check here if #1 Coordinates all groups

1.

Name: _____

Phone: _____

Email: _____

2.

Name: _____

Phone: _____

Email: _____

3.

Name: _____

Phone: _____

Email: _____

4.

Name: _____

Phone: _____

Email: _____

5.

Name: _____

Phone: _____

Email: _____

6.

Name: _____

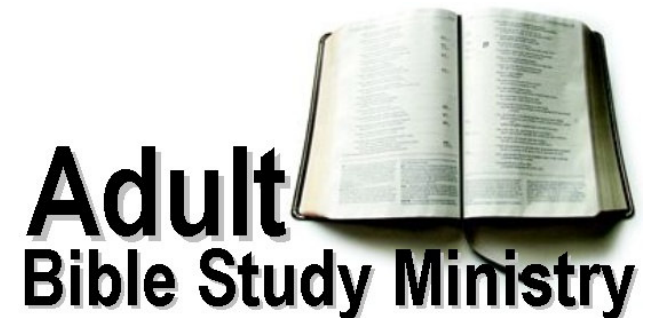
Phone: _____

Email: _____



A Listing of Class Leadership Positions and Class Job Summaries

August, 2003



TEACHING TEAM

Teacher

Main Tasks:

- Leads all aspects of the class.
- Leads Bible Study during class time.

Name: _____

Phone: _____

Email: _____

Apprentice

Main Tasks:

- A teacher in training for future leadership.
- Substitute teaches periodically.
- Serves in another TEAM job.

Name: _____

Phone: _____

Email: _____

Not filled

Discipleship Leader

Main Tasks:

- Keeps the class informed about "The Voyage", CLU and other spiritual growth opportunities.
- May lead the class in Scripture memory

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor FS

EVANGELISM TEAM

Outreach Leader

Main Tasks:

- Enlists class members to participate in GROW or other outreach opportunities.
- Follows up on class guests with call or visit.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor Sec

Fellowship Leader

Main Tasks:

- Leads the class in planning a monthly class fellowship event.
- Encourages the class to use fellowships to reach family, friends, neighbors, and co-workers.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor Sec

How to Use This Brochure

1. CLASS HANDOUT - Write in leader names, copy, and distribute.
2. ENLISTMENT - Use to enlist leaders.
3. OFFICE UPDATES - Report contact information for new class leaders to be used for informing leaders about training and happenings in their area of responsibility..

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ADMINISTRATIVE TEAM

Class Coordinator

- Assists the teacher by directing the entire ministry of the class other than teaching time.
- Enlists, trains, and directs TEAM Members, helping plan their work.
- May lead the beginning of class time and allow TEAM members to briefly coordinate work.
- Makes sure that the class begins on time and that leaders have opportunity to make needed announcements to the class.
- Assigns new class members to a care group.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch FS Leader

Secretary

Main Tasks:

- Records weekly attendance using the class roll sheet.
- Leads guests to complete a Guest Card.
- Seeks to enroll guests in class.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor FS

MINISTRY TEAM part 1

Prayer Leader

Main Tasks:

- Encourages members to pray and to be involved in the Prayer Ministry.
- Records class prayer requests and may lead class prayer time on Sunday morning.
- May email prayer requests to class members.
- Notifies the church staff of serious prayer needs of class members.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor FS

Missions Leader

Main Tasks:

- Leads the class to be informed and involved in class and church missions projects.
- Encourages the class to support missions by praying, giving, and going.

Name: _____

Phone: _____

Email: _____

Not filled: Linked to Tch Coor Sec

Continued...