

# ADULT SUNDAY CLASS ADMINISTRATOR

## OVERVIEW

Adult Sunday School Class Administrator(s) support the church's mission to "receive, live, and share the abundant life of Jesus Christ" by providing support to class teachers and helping to create a sense of community for each class.

## RESPONSIBILITIES

- Meet with teacher(s) before launch of class to coordinate specifics of role.
- Make sure class is set up each week.
- Greet class attendees.
- Help distribute class materials as needed.
- If requested and able to do so, help with AV needs of class.
- Take class attendance weekly.
- Help teacher in communicating with class and in creating community.

## RELATIONSHIPS

Will work with class teacher form relationships with class members.

## TIME COMMITMENT

1 hour per week when class is meeting

## SKILLS AND INTERESTS

Enjoys greeting and welcoming others, and has energy for behind-the-scenes community building

## RESOURCES AND TRAINING

None needed

*Curious? Interested in this ministry? Curious? Interested in this ministry?*

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