

Adult Class Secretary

An adult class secretary provides vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources.

The primary responsibilities are to:

1. Meet regularly with the Bible study group leadership team.
2. Process and maintain general records for the Bible study group and compile reports as requested, including prospect information.
3. Coordinate ordering and distributing Bible study curriculum materials, supplies, and other resources.
4. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Participants

Adults who attend Bible study groups are not merely the intended recipients of BSF's Great Commission ministry. They are the grass roots ministers. Adult BSF is all about building Great Commission Christians. All Bible study group leaders, teachers, directors, and pastoral leaders needed now or in the future may be found on the membership or prospect lists of Bible study groups today. Every participant should receive the opportunity to serve according to the leadership of the Holy Spirit.

The primary responsibilities are to:

1. Participate in personal and group Bible study regularly, giving attention to the leadership of the Holy Spirit in one's life.
2. Be receptive to God's efforts to draw people to faith in Christ through His Word, His Spirit, and His people.
3. Actively participate in efforts to lead others toward faith in the Lord Jesus Christ.
4. Participate individually and with the Bible study group to serve Christ through evangelism, discipleship, fellowship, ministry, and worship.
5. Follow God's leadership in responding to opportunities to grow spiritually and to serve God's people in leadership roles.



Adult Bible Study Fellowship Organization Guide 2007



Bible Study Fellowship is a foundational ministry in our church. It is a **CONNECT**ing point for unbelievers and new believers into our church fellowship. It helps believers **GROW** to think and act like Jesus as they study God's Word and learn to **SERVE**.

Organizing for a Purpose

By its nature, organization is a tool. Like a hammer or saw is used to help build a home, organization is used to build a system by which groups of people can achieve their goals in efficient and effective ways. Organization is the tool by which leaders and members are engaged in the strategic areas of work of the church and Adult BSF.

Structure

The class is the basic unit of Adult Bible Study Fellowship work. The organizational structure suggested for a class is flexible and based on the gifts and abilities of the people who make up its membership.

Class leaders are enlisted by the teacher or coordinator to assist with the total work of the class. Class leaders are responsible for engaging class members in each of the following objective:

1. **CONNECT** - Connect people with God and one another (Matt. 22:37-39) This objective is reached as we engage in evangelism and fellowship.
2. **GROW** - Helping people think and act like Jesus (1 John 2:6). Discipleship leads people to understand the will of God and act consistently with His will.
3. **SERVE** - Meeting the needs of others in love and the resources of the Spirit (2 Cor. 9:12-13). Ministry leads us to worship - honoring God for all He is.



The Adult Bible Study Fellowship Team



Every Adult Sunday School leader has the right to know what expectations and responsibilities come with the job.

The purpose of this handbook is to outline those expectations and responsibilities.

Organizational Principles

1. The vision of our church is to fulfill the Great Commission.
2. The mission of our church is expressed in the motto "Reach People in the Excellence of Christ."
3. The objectives of our Education Ministry are to
 - ⇒ Connect people with God and one another
 - ⇒ Grow to think and act like Jesus
 - ⇒ Serve others in love.
4. Bible Study Fellowship is the core education ministry
5. Organization should be functional - it should lead us to accomplish our objectives to connect, grow and serve.
6. Organization form follows function - it should create positions that enable us to connect, grow and serve.

Which "drill" best describes your organization?

- Fire drill - in a state of panic?
 - Power drill - hey, at least it's holey!
 - Close order drill - everyone is marching together.
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Adult Class Coordinator

An adult class coordinator may be enlisted to direct the overall work of the class, relieving the teacher of administrative responsibilities. A class coordinator works closely with both the teacher and class team leaders to ensure that all key areas of work are addressed appropriately and that the class is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and building Great Commission Christians through involvement in evangelism, discipleship, fellowship, ministry, and worship.

SERVE Leaders

Adult Care Group/Ministry Leaders

BSF Care Group or Ministry leaders are enlisted by the teacher of an adult Bible study group to assist with the total work of the group. These leaders are responsible to create an atmosphere in which members and prospects can experience direct care and concern for life's needs.

Their major responsibilities are to:

1. Contact every member every week!
2. Assign every adult enrolled in BSF to a Care Group.
3. Insure that every associate member is assigned to an Adult Care Group and cared for even a little bit better than those who regularly attend your class!
4. Develop and implement ministry and missions projects that utilize the gifts and abilities of members
5. Lead out in intercessory prayer as an integral part of the ministry and missions activities of the class.

Some notes on Care Groups

- Enlist a care group leader for every 5-7 adults enrolled in your class.
- In coed classes, consider men's and women's care groups, with a care group leader of the same gender.
 - ⇒ Why? Because if you have couple care groups with a couple as the care group leaders, typically the women call the women and the guys get left out!
 - ⇒ A bonus is that you have a ready made communication chain for your men and women's ministries.



GROW Leaders

Adult Teacher

An adult teacher is responsible for leading people toward faith in Christ and guiding them to serve Him through evangelism, discipleship, fellowship, ministry, and worship.

In pursuing this mission, a teacher must understand that teaching moves beyond the Bible study session into the daily living of participants (**GROW**ing to think and act like Jesus).

A teacher must look for opportunities to mentor participants before and after Bible study sessions; ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit; invest himself or herself in building positive relationships with participants; and involve learners in meaningful Bible study.

The major responsibilities are to:

1. Lead a small group of adults in meaningful Bible study.
2. Build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet their needs.
3. Maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of BSF.
4. Lead participants toward faith in the Lord Jesus Christ and guide them to serve Him through evangelism, discipleship, fellowship, ministry, and worship; organize the class to support that work effectively.
5. Enlist an apprentice from the group for the purpose of teaching a new adult class or working in another age group as a teacher within two years.
6. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Apprentice

An adult apprentice is enlisted from an adult Bible study group to assist a teacher in his or her major responsibilities and/or to prepare to start a new Bible study unit within two years. An apprentice serves as a substitute when the teacher is absent.



Responsibilities of Adult BSF Department Leaders

Adult Department Directors

An adult department director is responsible to the Minister of Education for the total ministry of the department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

The primary responsibilities are to:

1. Lead in planning, communicating and administering the total work of the department.
2. Meet regularly with teachers and leaders for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
3. Serve as a greeter or host for the department.
4. Evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources and work with the Minister of Education to meet those needs.
5. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Department Outreach-Evangelism Leader

An adult department outreach-evangelism leader works with the education staff, adult department director, and adult teachers to lead an adult department in outreach and evangelism. This person works with the Director of Missions and Evangelism to administer the department's involvement in FAITH.

The primary responsibilities are to:

1. Coordinate all evangelism and outreach activities of the department.
2. Coordinate prospect-discovery efforts for the department.
3. Assist in training department leaders and members in evangelism and outreach.
4. Evaluate, encourage, affirm, and direct adult leaders in their evangelism and outreach efforts.
5. Promote outreach and evangelism objectives with other leaders and members.



- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Department Secretary

An adult department secretary assists department and class leaders by providing vital support related to record keeping, reports, and other communications; ordering Bible study curriculum materials, supplies, and other resources; and coordinating the distribution of resources.

The primary responsibilities are to:

- Meet regularly with the department leadership team.
- Process and maintain general records for the department and compile reports as requested, including prospect information.
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Responsibilities of Adult BSF Class Leaders

Because the class is the foundational unit, the health and effectiveness of BSF is dependent upon the effectiveness of ministry in the class.

When creating leadership positions and enlisting people to serve, relate them to one of the basic objectives of BSF: connect, grow, serve.



For example:

<i>Connect</i>	<i>Grow</i>	<i>Serve</i>
Class Outreach Leader	Teacher	Care Group Leaders
Class Fellowship Leader	Apprentice	Secretary
Greeters/Hosts/Hostesses	Class Coordinator	



CONNECT Leaders

Adult Class Outreach-Evangelism Leader

An adult class outreach-evangelism leader works with the department outreach-evangelism leader to lead the class in outreach and evangelism. This person works with the department outreach-evangelism leader to administer class involvement in FAITH.

The primary responsibilities are to:

- Coordinate all evangelism and outreach activities of the class.
- Coordinate prospect-discovery and prospect-enlistment efforts of the class.
- Lead members to create an atmosphere that encourages unsaved people to place their faith in Christ and encourages believers to lead others to Christ.
- Maintain prospect records for the Bible study group.
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Class Fellowship Leader

An adult class fellowship leader works with the class leadership team to create an atmosphere conducive to members building relationships with one another as together they build on their relationship with God (**CONNECT**).

The primary responsibilities are to:

- Coordinate fellowship activities in the class.
- Plan and lead regular (at least quarterly) social activities for the class.
- Insure that in-service members are invited to class fellowships.

Greeters/Hosts/Hostesses

Greeters/Hosts/Hostesses work with the class fellowship leader to create a welcoming atmosphere, especially on Sunday morning. Actions to take might include, greeting all members and guests at the door and providing nametags for everyone.

