

Sunday School/Small Group Classes Roles

Role	Description
President (Small Group: Leading Family)	Serves as a key class leader and contact to the Adult Discipleship Pastor. <ul style="list-style-type: none"> ● Ensures that the class is receiving all the updates and announcements from the church from the Adult Discipleship Pastor ● Oversees all committees and ensures that all areas of the class are working together. ● Ensures that the class adheres to church policies
Vice President (Small Group: Co-Leading Family)	Serves to assist the presidents with any needs that may arise. <ul style="list-style-type: none"> ● Takes the leadership role if the president is absent and be in contact with the Adult Discipleship Pastor along with the president.
Membership	Reports online attendance every time the class meets, extends hospitality to new guests and members (if this group is an open group), and facilitates checking in with other members of the class during the week. <ul style="list-style-type: none"> ● Helps the members of the class follow up with guests. ● Works with the Adult Discipleship Pastor to welcome prospective new members.
Social	Plans and organizes any social events that the class wants to have. <ul style="list-style-type: none"> ● Small group dinners ● Retreats ● Christmas Parties ● Coffee gatherings, etc.
Treasurer	Serves to be responsible for the class budget and any financial activities there may be. <ul style="list-style-type: none"> ● Responsible for the class budget, if there is one. ● Reimburses approved class-related expenses. ● Record keeping/treasurer report ● Work with another person for the accountability reason.
Curriculum	Coordinates weekly discussions and lessons and the discussion leaders. <ul style="list-style-type: none"> ● Schedules facilitators each Sunday ● If using any curriculums, schedules and coordinates appropriate curriculum for Sunday in the classroom. ● Ensures that the Methodist perspective is well-presented and tied to any lessons offered.
Missions	Serves as a contact person for the Director of Missions, and helps deciding which part of Custer Road mission programs and initiatives the class will be part of. <ul style="list-style-type: none"> ● Ensures that the class receives the mission weekly update from Stephanie Mills, the Director of Missions ● Coordinates any volunteer or giving opportunities that the class may be part of.