

Job Description

Title	Sabbath School Secretary
Purpose	It is the duty of the secretary to attend to the clerical work of the S.S. -- keep records and statistics, oversee supplies, provide communication, and care for the S.S. offerings
Term	One or two years, depending on local church officer election cycle.
Accountability	To the S.S. superintendent, assistant superintendent, and S.S. council. Assistant secretaries report to the secretary. Division leaders and class leaders are also responsible for reporting membership, attendance, and offerings to the secretary.
Responsibilities	<ol style="list-style-type: none">1. Distributes supplies to teachers.2. Gathers class records and offerings from each adult class and all divisions.3. Gives to church treasurer all monies received from S.S.4. Orders S.S. supplies and special helps.5. Keeps minutes of the S.S. Council.6. Sends Quarterly S.S. reports to the Michigan Conference.7. Prepares new class records each quarter.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is dependable and able to keep consistent records and is also accurate with detail, especially figures.
Support and Resources	<ol style="list-style-type: none">1. <i>The Sabbath School Handbook</i>, NAD 2000 edition.2. <i>Church Manual</i>3. Resources at the ABC and Adult Sabbath School Department of the Michigan Conference.