

SECTION 2.10

Job Descriptions Other Committees or Positions

Subsection 2.19

Sunday School Board Secretary/Treasurer

Take minutes of all Sunday school board meetings and distribute the minutes to the members of the Sunday school board. Keep a copy of the minutes in the Sunday School Board binder.

Maintain a record of all who have received Child/Youth Safety Policy training each year.

Count number in attendance each Sunday for all classes including elementary, youth, and adult classes and mark attendance on attendance sheet in office.

Ring the bell/buzzer for classes to start/stop. (Usually ring bell for adults approximately 5-10 minutes after the worship service has ended and ring the buzzer for elementary classes to stop at 12:00 p.m.)

Help any visiting children find the Sunday school class for them.

Help with the Sunday school picnic – tables, chairs, cleanup, etc.

Make up the Christmas sacks at Christmas time and hand out.

Help with the children's Christmas program.

See also Amended By-Laws, Article VIII - Auxiliaries, Section 1 and 2

Revised 2016