

CLASS SECRETARY RESPONSIBILITIES

The following is a description of the responsibilities of a class secretary for the Student Ministries department of Lancaster Baptist Church.

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1. Arrive to class early to familiarize yourself with the current week's packet.
 2. Mark attendance for every student and worker each week.
 3. Notate any role changes or additions each week.
 4. Pass out and collect all visitor cards during class.
 5. Insure that visitor cards are filled out correctly and completely?
 6. Copy all visitor information from the visitor card to the visitor sheet of the roll.
 7. Place all completed visitor cards into the plastic folder.
 8. Fill out the soulwinning and visitation section for each worker each week.
 9. Assist in handing out and collecting all activity sign-up sheets.
 10. Assist in handing out and collecting all report or information forms each week.
 11. Assist in handing out and collecting all student life forms.
 12. Gather all materials into the plastic folder once they are completed.
 13. Return the folder to Jessica Ronan at the end of class each week.
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