

## **BIBLE SCHOOL SECRETARY/TREASURER**

The Bible School secretary/treasurer is responsible for accurately calculating weekly attendance and offering totals for the Bible School program and for delivering offerings to the appropriate person. The Bible School secretary/treasurer is responsible for managing the supplies and equipment available for the Bible School program.

<b>Ministry Area/Department</b>	Christian Education/Sunday School
<b>Position</b>	Bible school secretary/treasurer
<b>Accountable To</b>	Bible School Superintendent/Christian Education Pastor
<b>Ministry Target</b>	Church
<b>Position Is</b>	Elected
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Organized • Detail oriented • Basic math skills
<b>Best Personality Traits</b>	Dependable
<b>Passion For</b>	Organization, accuracy and good stewardship
<b>Length of Service Commitment</b>	One year

### **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour every other month

### **RESPONSIBILITIES/DUTIES**

1. Declared in Article 4, Section 11 of the Church Constitution.  
The Bible School Secretary-Treasurer shall keep all records of the attendance and collection for the Bible School Department, and shall prepare and present at the annual meeting a report of the year's activities in the Bible School.
2. Be on duty at the Bible School office at 9:30 each Sunday morning.
3. Tally class attendance records to obtain weekly attendance figures.
4. Tally verses memorized and lessons completed to obtain weekly figures.
5. Calculate and record total of all classes' tithes and offerings.
6. Deliver all offerings to the appropriate location.
7. Organize and keep inventory record of supplies in the Sunday School resource room.
8. Report low inventory or special supply needs to the Sunday School superintendent.

9. Distribute supplies as needed to teachers; \*note items and quantity of inventory reduction on inventory record.

\*10. Sign out special equipment loaned to teachers and assistants. Sign in equipment returned.

11. Participate in training opportunities/meetings (3<sup>rd</sup> Sunday bimonthly).

12. Submit a report of the year's Sunday School's activities at the annual meeting.

\*We are currently working toward this.

Signature of Nominee: \_\_\_\_\_ Date of Signature: \_\_\_\_\_