

PERSONNEL NEEDED

1. Bible School Coordination Team
2. Student Record System (SRS) Coordination Team
3. Prayer Ministry Coordination Team
4. Visitation Coordination Team
5. Bible School Promotion Team

JOB DESCRIPTIONS

Bible School Coordinator

1. Oversees the Bible School staff and the overall program.
2. Arranges for the selecting and training of the staff.
3. Sees that supplies are ordered.
4. Arranges with the Visitation Coordinator for the follow-up of Bible School interests.
5. Keeps your local church informed regarding the work of the Bible School.
6. Involves every member in the Bible School operation and/or in the community outreach.
7. Reports to the pastor and church board on the activities of the Bible School.
8. Carries out other duties as necessary.

Student Record System (SRS) Coordinator

The Student Record System is an online record system that can be used by your local Bible School team members to track the visits, lessons mailed, decisions, and other pertinent data of your Bible Study students.

1. The role of the SRS Coordinator is to:
2. Make sure the records of all Bible study students are kept up-to-date on a regular basis.
3. Teach and support those giving Bible studies and making visits on how to use the SRS system.
4. If needed, enter the Bible study and visit tracking information for those who are unable to perform the task.

Prayer Ministry Coordinator

1. Arranges for the church family to pray for the Bible students.
2. Arranges for prayer ministry events to support the Bible School in its ministry.
3. Recruits others to assist with the prayer ministry.
4. Works closely with the Bible School Coordinator.

Visitation Coordinator

1. Directs the visitation plan of Bible study interests.
2. Trains or arranges for the training of church members to make visits.
3. Recruits members to assist with visitation.
4. Works closely with the Bible School Coordinator.

Bible School Promotion Leader

1. Shares with the church members the need for finding Bible students and explains how each member can participate.
2. Keeps the church informed regarding the Bible School's accomplishments and needs via the church newsletter, bulletin, and presentations in Sabbath School or the church service.

3. Arranges for door-to-door distribution of enrollment cards by the church members, and/or the mass mailing of enrollment cards to the community. Finds venues to place Take One! boxes and literature stands. Encourages advertising the Bible guides through church members' social media accounts, etc.
4. Arranges for advertising to obtain Bible study students.
5. Works closely with the Bible School Coordinator.