Class Secretary: A Job Description

Overview

- Help the Church Secretary (& church morale) by getting an accurate count.
- Be sure that late-arrivers get counted.
- Double-check to see that members who are teaching in another class are counted. However, this situation often causes confusion. Make sure these people are counted somewhere, but not twice. These people should be counted in your class, since that is where they are enrolled.
- Help the Care Group Leaders by alerting them to members who have been absent.
- Help the Teacher by getting notes out of the folder needing the attention of the class, and giving these notes to him or her before class begins.

Help Prospects by:

- Greeting them in a friendly, personal way.
- Getting accurate contact information from them. Send a copy to the office.
- Asking if you can enroll them the first Sunday (or as soon as they are open).

  Say:

  "Can we enroll in the class today, or are you still just checking things out?"