

Start or revitalize a ministry in your church

## QUICK START GUIDE



# SABBATH SCHOOL SECRETARY





Quick Start Guide for Sabbath School Secretary

Available from:  
AdventSource  
5120 Prescott Avenue  
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402.486.8800  
AdventSource.org

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# Introduction

Welcome to your new position as Sabbath school secretary. Your local church's nominating committee spent time in prayer asking God to lead them in appointing officers of the church who will work as a team to spread the word that Jesus is coming soon.

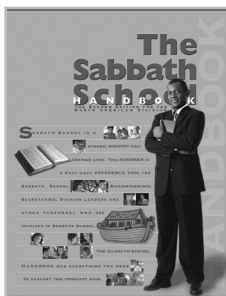
Thank you for sharing your time and talents. As you begin your work as the Sabbath school secretary, ask God to give you guidance, patience, and the willingness to complete the job He has called you to perform for your church family.

To have a better understanding of your role within the body of the church, take time to study the current edition of the *Seventh-day Adventist Church Manual*, paying particular attention to the sections decataloging with the local Sabbath school, the roles of its officers, and how the Sabbath school functions. By understanding the scope and role of Sabbath school, you will be better able to fulfill your role as Sabbath school secretary.

Your duties support the entire Sabbath school team. Your ministry will encourage others to give their best to the positions they hold. As a team you will reach each person who attends or visits your Sabbath school, from the youngest child in beginners to the oldest senior in the adult level classes.

It is important to acknowledge that Sabbath school is an important part of your church's evangelistic efforts. During these hours on Sabbath morning, the Sabbath school is a place for both members and prospective members to grow in their Christian life and gain knowledge of the beliefs of the Seventh-day Adventist Church. For this to occur in a cohesive and orderly manner, someone needs to do the legwork of assisting with communication, ordering supplies, secretarial assistance, record keeping, committee attendance, and treasury assistance. Each of these is an important and necessary part of the Sabbath school secretary's role.

## The Sabbath School Handbook



How can your church develop Sabbath school into a highly personal interactive experience? *The Sabbath School Handbook* outlines and explains the history and structures that support this ministry.

Prepared by the North American Division Adult Sabbath School Department (AdventSource)

Catalog #550000

Available at [AdventSource.org](http://AdventSource.org) or 402.486.8800.

RESOURCE



## Communication

You will be the vital link in the communication between members of the Sabbath school council. At the appropriate times, it will be your responsibility to send out announcements or contact council members.

Regular communication between you and the leaders of each of the divisions, as well as the leaders of the adult Sabbath School classes, should be a weekly occurrence. The weekly communication should cover the following items:

**Monitoring of membership lists** – Take particular note of members who are absent. A follow-up phone call to tell them they were missed is an excellent outreach to Sabbath school members and visitors.

**Offering collection** – During the weekly Sabbath school period, it is your responsibility to collect and record the offerings donated by members and guests. You can order appropriate offering record forms for this purpose.

**Supplies** – Make note of necessary supplies and provide them to the leaders. *See page 4 for more information.*

**Assisting the leaders** – Be sure to listen to the suggestions and needs of leaders. When you learn of a need, make the head Sabbath school superintendent aware of it. This person may choose to take the matter directly to the pastor or the Sabbath school council, depending on the nature of the suggestion or need.

**Communication** – The local conference will consider you the contact person for certain communications, such as bulletin announcements and other items of information. When you receive such materials and announcements, be sure these are directed to the right person. You can help communication travel smoothly. Don't be the missing link in the communication chain.

## Records and Statistics

As the Sabbath school secretary, you are responsible for recording the minutes of the Sabbath school council, as well as other committees as needed. These minutes are the official records of the Sabbath school council meetings and should be accurate and complete.

A typical Sabbath school secretary's report for a council meeting should include the following items:

- Council members present.
- Council members absent.



- Devotional thought — who provided it and a summary of the message. (This is an optional component and may not occur at your Sabbath school council meetings. If it doesn't, just omit it from your report.)
- Motion to accept the minutes from the previous Sabbath school council. It is optional to record who makes this motion, who moves it, and who seconds it.
- What motions are passed and rejected.
- Old business, which will often come from the minutes of previous Sabbath school council meetings or other meetings. If there is old business, you will want to list it in an orderly manner for ease of presentation. As each item is brought to the group, it must either be voted on or tabled until a later date. You will need to record for each item whether a motion is made, and what the final decision on the item is.
- New business, which should not be discussed until all old business is taken care of or tabled for further action. New business can be discussed and either voted on at that time or, if more research and information are necessary, can be tabled until a later date. It is a good idea for the Sabbath school secretary to receive any new business items several days in advance of the meeting in order for the items to be placed on the agenda in a timely manner.

## Preparing for a Sabbath School Council Meeting

As the Sabbath school secretary it is your responsibility to go through the minutes of previous meetings to see if there is old business to discuss and if there are any votes that need to be made.

You will also need to prepare an agenda listing all old and new business. Email the agenda to council members or make copies to distribute at the meeting.

## Responsibilities after the Meeting

Following a council meeting, you will need to type your notes in the form of official minutes. You will sign the notes as the official recording secretary. Copies of the minutes should be emailed to all members of the Sabbath school council. This will serve as a reminder of what took place at the meeting as well as any work assignments that were made and when they need to be completed.

## Other Records and Statistics

You may be asked to record the minutes of other committees. These would be prepared in the same way as the Sabbath school council minutes. Each Sabbath school teacher and each division leader is provided with a membership folder to keep track of members' Sabbath school attendance.

The Sabbath school secretary keeps record of Sabbath school attendance. You should either



contact missing members yourself or give this information to the membership committee, if your local church has one. Keeping in contact with missing members is an important outreach tool that helps the Sabbath school fulfill its mission and intended reason for existing – the evangelism of those who don't know Jesus as their personal Savior.

## Supplies

Overseeing the accurate ordering of Sabbath school supplies, including Bible study guides (lesson quarterlies), is one of the most important roles of the Sabbath school secretary. Without this, teachers and students alike would not have the materials they need to participate fully in Sabbath school.

You will receive order forms from Adventist publishing houses that list the materials available for purchase. In consultation with the Sabbath school council, you will order the appropriate number of items for your Sabbath school membership.

Once the materials arrive, have a place to organize the Bible study guides, weekly children's papers, etc. You should also develop a system for distributing materials to Sabbath school members. On-time distribution is crucial and Sabbath school members will appreciate your effort to make this as successful as possible.

## Treasury

There are a number of weekly Sabbath school offerings to collect. These include offerings to cover Sabbath school expenses, investment, mission offerings, Thirteenth Sabbath offerings, and any other miscellaneous offerings.

During the weekly Sabbath school period, you will distribute offering

### SABBATH SCHOOL SUPPLIES

AdventSource has materials to organize the records of offering and attendance in your Sabbath school classes. Find specialized materials for adults, youth, children, and extension classes. Have certificates of appreciation on hand to thank participating members or visitors who help out in the program with a feature or special music. *See the resources section on page 5 for a complete list.*

### SABBATH SCHOOL MATERIAL STANDING ORDERS

It's easy to place a standing order for Sabbath school materials through the Adventist Book Center. Simply call your local Adventist Book Center and tell them how many Bible study guides you would like for each division. You can also order *Our Little Friend*, *Primary Treasure*, and *Guide* take-home papers for children and youth. You can request that your quantities become a standing order, meaning you will receive the same quantity each quarter. Each shipment of Sabbath school materials will include a form you can fill out and return to the Adventist Book Center for quantity adjustments. Forms include instructions on how to update your existing standing order online each quarter. To find your local Adventist Book Center, visit [AdventistBookCenter.com](http://AdventistBookCenter.com) or call 800.765.6955.



envelopes to each class. After the offering is collected, gather the envelopes, count the offerings with another person designated by the Sabbath school council, and record the amounts on the individual class records.

After you have counted and recorded the offerings, you will give all of them to the local church treasurer. Your records should agree with those of the treasurer. If you discover a discrepancy at some point, clear it up as quickly as possible.

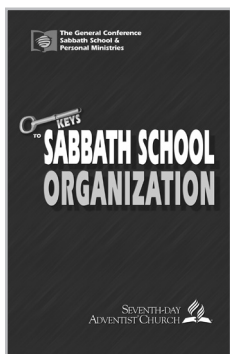
It is also your responsibility to know how much money is available when it is time to order Sabbath school supplies. You can find out this information from the church treasurer.

## Conclusion

Thank you again for accepting the position of Sabbath school secretary. God has called you to this position for this time. As you work to accomplish each duty of this position, remember that when your part of the team functions efficiently, it will contribute to the rest of the group's success.

## Resources

The following resources are available from AdventSource. For a complete list, visit [AdventSource.org](http://AdventSource.org) or call 402.486.8800.



### The Organization of Sabbath School

This book is your go-to guide for organizing your church's Sabbath school program. It includes valuable information about the responsibilities of each church officer, the different Sabbath school divisions and classes, selection of teachers, and programming.

Prepared by the GC Sabbath School and Personal Ministries Department (AdventSource)

Product #556276

## Sabbath School Supplies

Use these materials to organize the records of offering and attendance in your Sabbath school classes. Make sure you cover the adult, youth, children's, and extension classes.

### Adult Division

Class Record Book

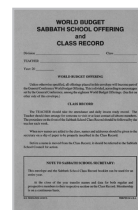
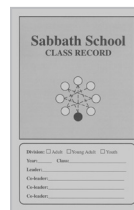
Product #413020

Mission Offering Envelope

Product #412010

World Budget Envelope

Product #412015





**Children's Division**  
 Class Record Card  
 Children's Tithe Envelope

Product #413050  
 Product #023735

**SABBATH SCHOOL CLASS RECORD** (Circle one)  
 Division (circle one)  BC  KD  PW  JR  ET

Quarter ending \_\_\_\_\_ Class number \_\_\_\_\_ Number \_\_\_\_\_

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														

Mark (1) when a member is present; (a) when absent. Be sure to include attending adults.



**Extension Division**  
 Class Record Card  
 Mission Offering Envelope

Product #413180  
 Product #412030

**Supplementary Record for Extension Division**  
 (For use with the Extension Division Envelope where more than one member is enrolled. Follow instructions on the back of envelope.)

NAME OF MEMBERS	1	2	3	4	5	6	7	8	9	10	11	12	13

Mark for Present (1), Absent (a), Visited S.S. Elsewhere (3)

**EXTENSION DIVISION RECORD**  
 (Note: The Extension Division provides for Sabbath School membership for all who desire regular, annual, year-long, and one-day, including conference, attending workers and students in their persons.)

Name \_\_\_\_\_ Quarter Ending \_\_\_\_\_ 19\_\_\_\_

Home Sabbath School \_\_\_\_\_

SABBATH	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. CLASSIFIED BY MEMBERS														
2. OFFERINGS RECEIVED														
3. OFFERINGS														

PRINTED IN THE U.S.A.

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 World Mission Envelope  
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 Product #415140



Check **AdventSource.org** for quantity discounts on all supplies.



# Sabbath School Secretary Ministry Description

## Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God.

The church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. "For we are his workmanship, created in Christ Jesus for good works" (Ephesians 2:10).

The Sabbath school secretary, like every other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Ephesians 4:11-12).

## Duties of the Sabbath School Secretary

The ministry to which a person is called when they are appointed Sabbath school secretary involves the following duties:

- 1. Communication.** You will send out announcements or make phone calls to remind people of the meetings of the Sabbath school committee. You will check with the leaders of the adult Sabbath school classes and other divisions each week to review their membership list, gather their offerings, provide them with supplies, as well as listen for their suggestions and needs. You will communicate these needs to the pastor or other appropriate leader. You are the contact person for the conference church ministries department and will be sent bulletins and other items of information which need to be routed to the right person in your congregation. You are the link in the chain through which most communication will travel..
- 2. Records and statistics.** The minutes of the church ministries council and perhaps other committees are to be kept by the Sabbath school secretary, and copies promptly sent to each of the committee members as a reminder of decisions and assignments and as a way to inform absent members. Each Sabbath school teacher and division leader is to be supplied with a membership record folder and encouraged to keep a list of people in the group. On the second Sabbath of each quarter, attendance counts are to be collected both during Sabbath school and the worship hour. These form the basis for filling out the Sabbath school profile (Form A-300), which is the official statistical report of the Sabbath school in your church.
- 3. Supplies.** A number of Sabbath school supplies and materials are needed in each local Adventist church. The Sabbath school must have quarterlies, helps for teachers and leaders, and many other items in order to function. It is the responsibility of the Sabbath school secretary to see that these items are ordered before they are needed, received, stored carefully, and distributed on time. You are the supply agent upon which all of the other Sabbath school leaders depend.

- 4. Secretarial assistance.** Unless you are in a large church that hires an office secretary, the leaders of your congregation will need you to help provide secretarial work necessary to carry on the business of the Sabbath school. This may include general correspondence, mailings, filing, setting up and maintaining mailing lists, and preparing announcements and agendas. You may need additional help when major projects require lots of work.
- 5. Meetings.** At meetings of the Sabbath school council, you will need to be secretary of the group. Depending on the size and organization of your local church, you may also be a member of various other committees.
- 6. Money.** The Sabbath school secretary and his or her assistants collect the offerings taken in Sabbath school classes and divisions, count them, and turn the money over to the church treasurer. Special donations may also be given to you from time to time to be deposited in specific accounts with the church treasurer. You will need to get regular monthly financial statements from the treasurer so you can monitor the funds in the various accounts of the Sabbath school as you order supplies. The treasurer should not pay any bill from the Adventist Book Center or other supplier until you have checked and approved it. You are an important link in the management of the church's funds.

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# Sabbath School Secretary

This Quick Start Guide for the Sabbath School Secretary is full of important information to help you start or revitalize a ministry at your local church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or an experienced volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

Other titles in the Quick Start Guide series:

- Church Board
- Adult Sabbath School
- Children's Ministries Coordinator
- Church Clerk
- Sabbath School Investment

For a complete list of Quick Start Guide titles visit [AdventSource.org](http://AdventSource.org)



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