

Class Secretary Scribe

Objectives include:
 Class attendance tracking
 Coordination of substitute teacher
 Adds visitor's names and addresses to the class roster
 Provides class Pastor and Leader with recruitment prospects
 Maintains accurate roster record data



Class: _____

Name: _____

1=Can not do, 2=Can do with constant help, 3=Can do with Minimal Help, 4=Can do without help, 5=Can train others						
Knowledge/Spiritual Capability	Target Proficiency	Self Assessment			Follow-up after Training	
		Date	Capability		Date	Capability
Can articulate the class outreach vision	4		1 2 3 4 5			1 2 3 4 5
Explain to sponsor how Sunday School spiritual maturity is promoted	4		1 2 3 4 5			1 2 3 4 5
Explain to sponsor why outreach and numerical growth are important focus and ownership items	4		1 2 3 4 5			1 2 3 4 5
Explain to sponsor why application centered bible study is important for class / church success	4		1 2 3 4 5			1 2 3 4 5
Explain to sponsor why loving fellowship providing spiritual, emotional and social support promote class success	4		1 2 3 4 5			1 2 3 4 5