

**Class Secretary/Scribe  
(Ministry Description)**

1. Completes the attendance roll each week.
2. Secures a substitute when absent.
3. Adds visitor's names and addresses to the end of the roll.
4. Provides the Outreach Leader and Class Pastor information on prospects, newcomers, and persistent absentees (a person absent three weeks in a row needs immediate attention)..
5. Maintains accurate records on the rolls.
6. Make sure that information enclosed in the Sunday School folder is distributed at the beginning of class.
7. Helps achieve the objective of the Sunday School:
  - A. Spiritual maturity.
  - B. Outreach and numerical growth.
  - C. Application centered Bible study.
  - D. Loving fellowship providing spiritual, emotional, and social support.