

# Adult Bible Fellowship • Director

## Objective

Through preparing and caring, Department Directors make a difference in the spiritual lives of many. This is done first by being an example—encouraging others to be faithful is done best by those who are themselves faithful. Colossians 1:28-29 – “We preach [Christ], warning every man and teaching every man in all wisdom, that we may present every man perfect in Christ Jesus; whereunto I also labour, striving according to His working which worketh in me mightily.”

## Responsibilities

1. Attend the ABF Worker’s Meeting every Sunday morning from 9:00-9:10 a.m. in the library to have prayer with the Superintendent.
2. Be in the classroom by 9:15 a.m. each Sunday morning in time to welcome members and meet all guests.
3. Have Connection Cards and get guests to sign them. Let your SS Superintendent know about guests so that all names are recorded promptly in our database and on your roll.
4. Be ready to introduce first time guests by name and tell the class a little about them.
5. Keep track of your table’s attendance or help provide attendance accountability for those in your department.
6. Make phone calls to absentees (2<sup>nd</sup> week in a row) on Sunday afternoon, if possible, to determine the cause of their absence and to encourage them.
7. Lead, as well as delegate, outreach and visitation opportunities to other members of your class. Be certain every guest is contacted during the week after his/her visit.
8. Work with your Department Outreach Director (if you have one) to plan a fellowship activity during each semester’s activity weekend.
9. Report serious matters to the Sunday School Superintendent or to Pastor Ben.
10. Delegate!
11. Make certain that the classroom looks sharp and is comfortable: chairs in order, AC/Heat set properly, lights on, room uncluttered, blinds straight, floor clean, etc.