

**Sunday School Secretary and Assistant**

- Membership: Two affirmed persons, (1 Secretary, 1 Assistant)
- Term: Two Years (One year term as Assistant Secretary and one year term as Secretary)
- Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission.
- Function/Objective: To tabulate Sunday School attendance and process all Sunday School records.
- Responsibilities:
- To distribute and collect Sunday School attendance books
  - To record attendance.
  - To ring signal bells to conclude Sunday School classes.
  - To distribute educational materials in mailboxes.
- Accountability: To the Sunday School Superintendents, Congregation.
- Annual Report: Required

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Revision Process: By Approval Method B (per page iii)  
Revision Dates: Aug. 2006