



SUNDAY SCHOOL
Make the Connection

Responsibility List Reporting Guidelines

What is the Responsibility List?

- The responsibility list contains the names of persons to whom the local church will actively seek to minister.
- The ultimate goal of the church is to lead persons to Christ and nurture them in the Christian life. Adding a person to the Sunday School responsibility list is the church's pledge to work with him/her indefinitely to reach this goal.
- The term "responsibility list" (rather than the term "enrollment list") reflects the objective of this list – that the local church is responsible to share the gospel with those on the list.

Who should be on our Responsibility List?

The Sunday School Ministries Responsibility List consists of three smaller lists. A person shall be added to one of these three lists based upon the following criteria:

A. Active Responsibility List: This list includes all persons who declare their willingness to attend the regular Sunday School session with some degree of regularity, including:

- Those attending weekly Sunday School classes, small groups, and cell groups (including nursery).
- Home Department: Any person physically or vocationally unable to attend a regular Sunday School class who is visited each week and taught an approved Sunday School lesson.
- Nursing Home/Convalescent Center/Health Care Facility: Any resident confined to one of these centers who actively participates in a weekly study of approved Sunday School curriculum.
- Church-type Mission: Any group sponsored by the local church or district with the goal of becoming an organized church, and who meets weekly for at least a half hour in another location to study the approved Sunday School curriculum.
- Childcare/Schools: Students (who are not currently enrolled in a Nazarene Sunday School) who actively participate in a regular weekly study of the approved Sunday School curriculum for at least a half hour.

B. Prospect List: This list includes the names of all people who have the potential of becoming regular attenders of your Sunday School ministries. Each Sunday School class should consistently strive to bring them into regular attendance.

- Persons who do not attend a Sunday School class, but have contact with the local church. This would include those who attend only morning worship and those who attend church-sponsored events where the main purpose is not the study of scripture (such as sporting teams or ESL classes).
- Cradle Roll: Children under four years of age who, along with their parents, do not attend Sunday School. (If they have not started attending by the child's fourth birthday, they should be transferred to the prospect list of the Preschool and Adult departments.)

C. Extended (Outreach) Ministry List: This list includes all persons who are regularly contacted or involved in an extended (outreach) ministry but not a regular Sunday School session each week.

- Home Department: Any person physically or vocationally unable to attend a regular Sunday School class who is visited and taught biblical principles, but not on a weekly basis with approved Sunday School curriculum.

- Nursing Home/Convalescent Center/Health Care Facility: Any resident confined to one of these centers who attends services but is unable to actively participate or if the approved Sunday School curriculum is not taught on a weekly basis.
- Childcare/Schools: Students who attend a class but the approved Sunday School curriculum is not taught weekly for at least a half hour.
- Bible Study: Persons in a Bible study which does not meet weekly or where the approved Sunday School curriculum is not taught. This can include ministries such as Caravan, Vacation Bible School, quizzing, and youth groups.

When should names be removed from the Responsibility List?

Removing names from the responsibility list should be done only with the approval of the pastor after every effort to reach the person has been made by the local church. We must be careful not to remove persons from the responsibility list simply because they have not attended Sunday School; the church must continue its responsibility of ministering to them.

Persons should only be removed from the lists when:

- the enrollee moves out of town.
- the enrollee joins another Sunday School.
- the enrollee specifically asks to have his/her name removed.
- the enrollee dies.

How should we use our Responsibility List?

- The Calling List: Any time a person on the responsibility list is absent, he/she should be contacted – whether a personal visit, a phone call, a personal letter, an e-mail, or a postcard.
- Mailing List: Sending a card on special occasions (such as birthdays or anniversaries) is a simple way to let people know that the Sunday School cares for them. Sending invitations for upcoming class and church events is a way to involve persons on the prospect and extended (outreach) ministry lists in the Sunday School.
- An Opportunity to Reach Persons for Christ. It is unfortunately true that the only contact some persons may maintain with a church is because their names are on the responsibility list.

What should be reported each month?

Local Sunday School Superintendent: Report separate figures for the Active Responsibility List, Prospect List, and Extended (Outreach) Ministries List to the district office each month.

District SSM Chairperson/Statistician: Report the combined total of the attendance counts for the Active Responsibility List, Prospect List, and Extended (Outreach) Ministries List to the Sunday School Ministries Department.

Adapted from Articles I & II of the Sunday School Ministries Bylaws (pp. 71-73 of the *2005-2009 Sunday School Ministries Handbook* or pp. 333-340 in the *Manual*).

These and other reporting guidelines are available at www.nazarene.org/ssm/statistics.