

# Children's Sabbath School Leader

A ministry description for local church leaders

## Introduction

- Responsible to the children's ministries committee
- Relates closely with the children's coordinator and other children's Sabbath School division teams.
- Ministry mission: Through the ministry of Sabbath School to help children know God, to hear God's Word, and to respond appropriately; the leader fulfills the ministry mission either alone or by leading a team of volunteer teachers, depending on the size of the church.

## Responsibilities

The leader of a children's division of the Sabbath School—beginner, kindergarten, primary, junior, earliteen, or combined age groups—has the following responsibilities:

1. Meets regularly with the division team for planning and room preparation.
2. Represents the age division on the children's ministries committee.
3. Develops a division budget with the help of the children's coordinator.
4. Organizes the division Sabbath School storage and room decorations; assigns general responsibilities.
5. Organizes the Sabbath School time and assigns responsibilities to teachers and assistant(s).
6. Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by observing the guidelines for volunteers and caregivers.

## Coordination of Sabbath School Ministry

Delegates and coordinates the following aspects of ministry

- **Record keeping:** Maintains and updates files on the children who participate in the ministry program, including their attendance; alerts the leader to current birthdays.
- **Welcoming ministry:** Greets kids at the door and recognizes visitors.
- **Mail ministry:** Sends absent member postcards, birthday cards.
- **Hospitality ministry:** Provides weekly snacks, organizes food for class potlucks and socials.
- **Family visitation ministry:** Divides the students among leaders and teachers so that each receives a home visit at least once during the year (fall suggested).

- **Music ministry:** Chooses songs, leads the singing; includes students in special music.
- **Class teacher ministry:** Assigns one teacher per five students to guide, but not to actually teach.
- **Program leader/teacher:** Models leadership of the program (which amounts to teaching Sabbath School) up front; may team teach with an assistant or delegate parts of or the whole program.

### **Screening Volunteers**

- Evaluates written applications with the children’s coordinator.
- Interviews promising volunteers and helps match their spiritual gift with a ministry need in the division.
- Allows nobody to work with children who has not successfully completed the volunteer ministry information form and been approved by the screening committee.

### **Leading and Teaching**

- Encourages both children and volunteers to pursue personal prayer life.
- Looks for opportunities to invite children to accept Jesus; leads them through the steps to Jesus in age-appropriate ways.
- Mentors ministry team members by demonstrating ministry functions, giving clear directions, verbalizing expectations, and affirming their efforts.
- Mentors a promising assistant leader for future leadership.
- Sets a standard for classroom management and Sabbath School programming—and expects assistants to maintain that standard so teaching will be seamless.

### **Selecting Children’s Curriculum**

- Places orders with the Sabbath School secretary for Seventh-day Adventist Sabbath School materials, published by the General Conference.
- Adapts the materials as necessary to fit the local needs.
- Expects assistant leaders to use the same basic curriculum, adapting as needed.

### **Time Commitment:**

Approximately 10 hours per week.

### **Length of Commitment**

One or two years, depending on the practice of the local church.

## **Training**

- Basic children's ministries certification (on-going).
- Advanced children's ministries certification (on-going).
- A volunteer management seminar (recommended).

## **Qualifications**

### **1. Volunteer Ministry Qualifications**

A Commitment to:

- a. Jesus Christ and to a growing personal relationship with Him.
- b. Christ-centered ministry to children.
- c. The Seventh-day Adventist Church and to its beliefs.
- d. A balanced Christian lifestyle.
- e. Teamwork.
- f. Cooperative ministry under the leadership of the pastor and church board.
- g. Personal growth and learning, continually upgrading methods and skills.

### **2. Special Qualifications**

- a. An attitude of servant leadership.
- b. A passion for children and children's ministries.
- c. Leadership experience in a ministry to children.

## **Resource Materials**

For a list of recommended resources, free downloads and websites visit [MinistryKits.AdventSource.org](http://MinistryKits.AdventSource.org)

For a complete list of resources visit [AdventSource.org](http://AdventSource.org), select the store tab and then your ministry.

You can call *AdventSource* Plusline at 800.732.7587 for additional information or if you have questions about ministry. For ministry-related articles, videos, free downloads and videos visit [PlusLine.org](http://PlusLine.org).

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