



Children's Sabbath School Assistant

Introduction

1. Responsible to the division leader.
2. Relates closely with the division Sabbath School teachers and other assistant leaders on the team.
3. Ministry mission: To help children know God, to hear God's Word, and to respond appropriately. The assistant leader fulfils the ministry mission by supporting the Sabbath School teachers and by teaching when asked.

Responsibilities

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

- Attends division team meetings for planning and room preparation.
- Takes turns teaching in Sabbath School when assigned by the leader.
- Steps in when a substitute class teacher is needed.
- May team teach with another assistant or with the leader.
- Demonstrates a concern for child safety by filling out by completing the Disclosure and Barring application form and by observing the guidelines for volunteers and caregivers.

Coordination of Sabbath School Ministry

Delegates and coordinates the following aspects of ministry, as assigned by the leader:

- **Record keeping.** Maintains and updates files on the children who participate in the ministry programme, including their attendance; alerts the leader to current birthdays.
- **Welcoming ministry.** Greets kids at the door and recognises visitors.
- **Mail ministry.** Sends absent member postcards, birthday cards, text messages.
- **Hospitality ministry.** Provides weekly snacks, organises 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.
- **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.



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- **Program leader/teacher.** Models leadership of the programme (which amounts to teaching Sabbath School) up front; may team teach with an assistant or delegate parts of or the whole programme.

Screening Volunteers

Assists the leader and children's coordinator, as requested, in the following screening activities:

- 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 Disclosure and Barring application form and been approved by the screening committee.

Teaching Ministry

- Learns to lead out following the teaching resource material provided for the GraceLink lessons.
- Learns to lead a child to Jesus, encouraging the child in daily prayer and lesson study.
- Learns to understand the goals of the GraceLink Sabbath School and the philosophy behind the lessons.
- Learns to adapt the activities suggested in the GraceLink material so as to meet the specific needs of their church.
- Follows the standard for classroom management and Sabbath School programming set by the leader; tries to maintain that standard so teaching will be seamless from one leader to another.

Time Commitment:

Approximately 5-10 hours per week.

Qualifications

1. Volunteer Ministry Qualifications

A commitment to:

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centred ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.



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- Personal growth and learning, continually upgrading methods and skills.

2. Special qualifications

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

Disclosure and Barring Service (DBS)

Anyone working with children at Newport Church is required to complete a Disclosure application form before assuming role.