



## Children's Sabbath School Leader

### Introduction

1. Responsible to the children's ministries committee.
2. Relates closely with the children's coordinator and other children's Sabbath School teams.
3. Ministry mission: Through the ministry of Sabbath School to help children know God, to 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:

- Meets regularly with the division team for planning and room preparation.
- Represents the age division on the children's ministries committee.
- Develops a division budget with the help of the children's coordinator.
- Organises the division Sabbath School storage and room decorations; assigns general responsibilities.
- Organises the Sabbath School time and assigns responsibilities to teachers and assistants.
- 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 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.



# NEWPORT SEVENTH-DAY ADVENTIST CHURCH

Ministry description for local church leaders — 2022

- **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

- 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.

## 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, verbalising 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.

## 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.



## NEWPORT SEVENTH-DAY ADVENTIST CHURCH

Ministry description for local church leaders — 2022

- Cooperative ministry under the leadership of the pastor and church board.
- 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.