

Children's Ministry Leader

Works closely with the Sabbath School council, Children's Sabbath School Division teams, the VBS team, and all other children's ministry teams.

Ministry Mission: To coordinate all of the ministries for children; to recruit, screen, equip and support children's leaders; to be an advocate for children; to be a liaison with the local conference for the sharing of information and data.

Responsibilities

1. Chairs the children's ministries committee, made up of the children's Sabbath School division leaders, Vacation Bible School leader, children's church leader, and other leaders of ministries for children.
2. Represents the children's ministries committee on both the Sabbath School council and the church board.
3. Works with children's leaders to develop a budget for each of their ministries, with a line item for each; present the budget to the church treasurer and the church board.
4. Takes an active interest in the strategic planning of the pastor and or church board
5. Organizes a special program for children's Sabbath, the first Sabbath of October
6. Distributes information and communications from the conference to all children's leaders; collects information for reports and mails them to the conference.
7. Oversees a permanent file of all children, with pertinent information both of church children and guests to outreach programs; shares the student files with ministry leaders who help update and maintain the record.
8. Demonstrates a concern for children safety by personally completing the volunteer ministry information form and by allowing no person to work with children who has not already filled out the form and been approved; insists that guidelines for volunteers and caregivers be followed.

Coordination of Children's Ministries

1. Plans new programs as church resources permit, assigning both starting and ending dates for each.
2. Develops with the Children Ministry committee a coordinated calendar of children's ministry events for the entire year, distributing it to every family and leader in the church.
3. Coordinates the ministries to children so that leaders see their ministry as part of a larger team, all working together for the good of the church's children.
4. Works with ministry leaders to clarify the goals of each ministry.

Managing Volunteers in Children's Ministries

1. Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff.
2. With ministry leaders, screens volunteers by evaluating written applications and by interviewing prospective volunteers.
3. Equips volunteers by encouraging them to attend conference training events and complete their children's ministries basic certification; provides adequate resources, materials, and equipment.
4. Encourages ministry leaders to mentor and lead their team members.
5. Mentors a promising leader into the role of children's coordinator.