



Seventh-day  
Adventist Church

Adsafe

*South Pacific*

## JOB DESCRIPTION:

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Position: **Children's Sabbath School Teacher\***

Organisation: **Local Church**

Revised: 27 October 2023

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*Children's Sabbath Schools are conducted for children aged 0 – 17 for generally one hour on Sabbath. Churches will designate groups for various age groups/school class levels with a variety of names such as:*

- *Beginner*
- *Pre-School*
- *Kindergarten*
- *Primary*
- *Junior*
- *Earliteen*
- *Teen*
- *Youth*

*Sabbath School activities present a wonderful opportunity to help disciple children, connecting them to a life-long loving relationship with Jesus. It is a significant time of faith and relationship development.*

*In the younger Sabbath Schools, there would generally be a theme for each quarter and rooms would be decorated accordingly.*

*Many Sabbath Schools follow the GraceLink, PowerPoints, RealTime Faith or Cornerstone Connections Curricula in the delivery of Sabbath School programs and lessons.*

## The Role:

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### **The Role of the Sabbath School Teacher would typically include the following:**

#### Assisting The Leader

- Assist with room decoration on a quarterly or yearly basis (as applicable).
- Help with set up and dismantling/clean-up of room after each program.
- Supervise/conduct the program on a regular basis as per the agreed roster.
- Notify the leader if unable to fulfil duties.

## Relationship Building

- Attend regularly to support the program and become a familiar and trusted adult.
- Learn to know each child by name, and discover the interests and family circumstances of each one.
- Keep in regular contact with the children and their families.
- Relate to all children in a loving and accepting manner.
- Encourage children to invite friends to Sabbath School.

## Teaching

- Arrive on time and sit with the class group during the program.
- Lead the class in the discussion of the lesson for the day so as to relate Bible truth to everyday situations.
- Encourage the children to express their love for God in words, prayer and faithfulness in daily situations and to look for opportunities to pray with/for someone.
- Look for opportunities to lead the children through steps to Jesus in an age-appropriate way.
- Encourage the children to grow in grace and in the knowledge of God through daily Bible Study and prayer.
- Encourage building relationship with God/Jesus through personal testimonies of faith and answered prayer from church members.
- Encourage a greater appreciation of God's amazing creation by examining nature.
- Evaluate the effectiveness of your teaching.

## Personal Development

- Maintain a consistent prayer life and seek to grow spiritually.
- Pray early in the week for the children and the upcoming activities.

## Child Safety Measures

- Ensure that the Sabbath School physical environment is safe on an age-appropriate basis.
- Know and implement child safety measures for Sabbath Schools as communicated by the leader including the "two adult" rule, personal care procedures such as toileting, and other age-appropriate agreed safety guidelines. The Children's Sabbath School & Children's Ministries Checklist\* may be useful in determining the child safety measures the Sabbath School will implement.
- Meet the Adsafe child safety requirements (see below) if you are aged 18+ years.
- Your Sabbath School can determine whether teachers/helpers who are aged under 18 should sign the Young Leader Code of Conduct\*\*. If you are aged under 18 you should act in accordance with the Sabbath School decision. Signed Young Leader Codes of Conduct should be stored locally in a secure location.
- Know and implement appropriate comforting behaviours for children in distress.
- Assist with Sign In Sign Out\*\*\* procedures as appropriate to the age group. Adsafe Policy recommends that unsupervised children should be signed in and out until at least age 10. Sign In Sign Out procedures can be extended to other age groups if the risk is assessed as heightened.
- Be aware of communication guidelines as outlined in the Code of Conduct and as agreed with the Sabbath School Leader.
- Know and implement appropriate comforting behaviours for children in distress.
- Be aware of, and act in accordance with recommended procedures should a child disclose to you that they are feeling unsafe or have been the subject of abuse and/or neglect.

## Attributes of the Sabbath School Teacher:

- Love God supremely and demonstrates this in her/his life by modelling what he/ she expects the children to become.
- Love children sincerely, expressing this love in actions more than words.
- Relate well to parents.
- Serve with enthusiasm, emphasizing the positive and supporting the program with energy.
- Know the essential characteristics of children.
- Versatile and willing to learn and teach new things.
- Organised and able to maintain order.
- Maintain good relationships with fellow workers.
- Resourceful and creative.

## Term of Office

The Sabbath School Teacher is elected by the local Church Nominating Committee, and often as per the recommendation of the Sabbath School Leader. The term of office would be one year but for continuity, the Nominating Committee may decide to elect for a period greater than one year. The Sabbath School Teacher is responsible to the Sabbath School Leader.

## Adsafe Requirements

The Sabbath School Teacher should have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafes Awareness Training.
- Signed the Adsafes Code of Conduct.

\* This job description can be used in conjunction with the Children's Sabbath School & Children's Ministries Checklist located on the Adsafes website at:

[www.adsafe.org.au/safeguarding/resources/checklists](http://www.adsafe.org.au/safeguarding/resources/checklists)

\*\* An optional Young Leader Code of Conduct is available for young leaders aged under 18. It is located on the Adsafes website at: [www.adsafe.org.au/safeguarding/code-of-conduct](http://www.adsafe.org.au/safeguarding/code-of-conduct)

\*\*\* A Sign In Sign Out template is located on the Adsafes website at:

[www.adsafe.org.au/safeguarding/resources/forms-and-templates](http://www.adsafe.org.au/safeguarding/resources/forms-and-templates)

## Adsafe Contacts:

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Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	<a href="mailto:training@adsafe.org.au">training@adsafe.org.au</a>
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Updated by Adsafes October 2023, using information from various websites and acknowledging the work of past Church Departmental Directors.