



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Children's Sabbath School Leader***

Organisation: **Local Church**

Revised: 27 October 2023

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:

The Role of the Sabbath School Leader would typically include the following:

Planning & Programming

- Decide on a theme for the quarter or year (as applicable).
- Source appropriate resources for room decoration and undertake room set up with assistance from the Sabbath School team.
- Formulate a schedule of program titles and a roster of those involved in each program.

- Organise guests for various elements of the program such as stories, mission news and personal testimonies.
- Encourage Sabbath School teachers and other volunteers to attend relevant church-sponsored training opportunities.
- Provide opportunities for children to be involved in projects relevant to the local church, or in the community.
- Set offering/investment goals and report on progress.

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.

Management

- Work with the Nominating Committee to suggest/recruit volunteers for team member, teaching and music roles.
- Meet with the team for planning and room preparation, and on an ongoing regular basis.
- Affirm, train and support team members.
- Mentor future leaders.
- Take responsibility for the overall program on any given Sabbath.
- Set the budget and communicate needs to the treasury team.
- Advise teachers of their budget.
- Order supplies of teaching packs, lessons and other resources as required.
- Establish a warm, accepting environment where all children feel loved and free to express themselves and ask questions.
- Maintain and update children's contact details, dates of birth and attendance records.
- Be aware of parent/caregiver custodial arrangements and health/medical conditions (if applicable).

Child Safety Measures

- Know and implement child safety Policy requirements for Sabbath Schools including the "two-adult" rule, personal care procedures such as toileting and other agreed safety rules. The Children's Sabbath School & Children's Ministries Checklist* may be useful in determining the child safety measures the Sabbath School will implement.
- Ensure that all adult (18+ years) personnel including team members and adult helpers (excluding parents/caregivers who attend only to care for their own child/ren) complete Adsafe child-safety requirements prior to the first Sabbath School program. Sabbath School personnel aged under 18 are not required to complete Adsafe requirements. The Adsafe requirements are listed below.
- Determine whether your Sabbath School requires teachers/helpers who are aged under 18 to sign the Young Leader Code of Conduct**. Signed Young Leader Codes of Conduct should be stored locally in a secure location.
- Ensure that all teachers, other staff and, if necessary, caregivers are aware of the agreed child safety measures.
- Implement a Sign In Sign Out*** system if appropriate to the age of the children in the Sabbath School. 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.
- Ensure that the Sabbath School physical environment is safe on an age-appropriate basis.
- 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.

Personal Development

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

Attributes of the Sabbath School Leader:

- Love God supremely and demonstrates this in her/his life by modelling what he/ she expects the Sabbath School attendees to become.
- Love children sincerely, expressing this love in actions more than words.
- Relate well to parents/caregivers and involve them if possible in the Sabbath School.
- 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 Leader is elected by the local Church Nominating Committee. 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 Leader is responsible to the Sabbath School Superintendent, or Children's Ministries Leader or similar.

Adsafe Requirements

The Sabbath School Leader 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

** 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

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

www.adsafe.org.au/safeguarding/resources/forms-and-templates

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