



Seventh-day
Adventist Church



South Pacific

JOB DESCRIPTION:

Position: **Children's Ministries
Leader/Coordinator***

Organisation: **Local Church**

Revised: 6 May 2024

The Children's Ministries Leader/Coordinator is responsible for coordinating the child-related ministries in the local Church. These ministries cover the age group of 0-17 years.

At the local Church, these ministries could include the children's Sabbath Schools, Vacation Bible School (VBS), playgroups, children's church and other relevant ministries as represented in the local Church.

The Role:

The Role of the Children's Ministries Leader/Coordinator would typically include the following:

Management

- Chair the Children's Ministries Committee which is made up of the leaders of child-related ministries.
- Work with the Children's Ministries Committee and the local Church Board to plan and implement a yearly calendar of family-friendly children's events and participation in all church activities.
- Work with the Children's Ministries Committee to develop a budget for each of their ministries and present the budget to the Church Board or Church Finance Committee as appropriate.
- Work with the Nominating Committee to suggest/recruit volunteers for leadership, assistant leadership, teaching and support roles.
- Assist the various children's ministries to screen volunteers for suitability, and for Adsafes compliance.
- Affirm, train and support children's ministries leaders so that leaders see their ministry as a part of a larger team, all working together for the good of the Church's children.
- Equip volunteers by encouraging them to attend relevant training events, and by providing adequate resources, materials and equipment.
- Encourage children's ministries leaders to mentor and lead team members.
- Mentor a promising leader into the role of children's ministries coordinator.

Planning and Programming

- Plan special child-related programs such as children's church, or children's emphasis Sabbath worship programs.
- Plan new programs as church resources permit, assigning both starting and ending dates for each.
- Encourage ministries leaders to use resources distributed by the Seventh-day Adventist church.
- Review and evaluate support resources for content and suitability.

Relationship Building

- Work with children's ministries leaders to clarify the goals of each ministry.
- Represent the Children's Ministries Committee on both the Sabbath School Council and the Church Board.
- Take an active interest in the strategic planning of the Pastor and/or the Church Board.
- Distribute information and communications from the local Conference, Union or Division to all children's ministries leaders.
- Collect information for reports and distribute to the appropriate entity as required.

Child Safety Measures

- Lead the various children's ministries to know and implement child safety Policy requirements for children's ministries 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 children's activity will implement.
- Assist your children's ministries leaders to 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 children's ministries program. Children's ministries personnel aged under 18 are not required to complete Adsafe requirements. The Adsafe requirements are listed below.
- Assist your children's ministries leaders to determine whether their ministry 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.
- Assist your leaders to implement a Sign In Sign Out*** system if appropriate to the age of the children in the activity. 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, 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 Children's Ministries Leader/Coordinator:

- Love God supremely and demonstrates this in her/his life by modelling what he/she expects the children's ministries 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 activities.
- Serve with enthusiasm, emphasizing the positive and supporting the program with energy.
- Versatile and willing to learn through personal growth.
- Organised and able to maintain order.
- Maintain good relationships with fellow workers and work well in a team.
- Resourceful, creative and innovative.

Term of Office

The Children's Ministries Leader/Coordinator 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 Children's Ministries Leader/Coordinator is responsible to the Church Board.

Adsafe Requirements

The Children's Ministries Leader/Coordinator 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

Adsafe Contacts:

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Updated by Adsafes May 2024, using information from various websites and acknowledging the work of past Church Departmental Directors.