

San Bernardino 16th Street SDA Church

CHILDREN'S CHURCH LEADER

PURPOSE

The children's church leader relates very closely with the pastor, the children's committee, and the children's church committee in helping to establish the kingdom of God in San Bernardino. The leader is responsible for establishing and providing a regular children's church program for the benefit of families with young children. This effort helps to establish the kingdom by specifically targeting the discipleship of children during the worship hour and relieving parents of some responsibility during the worship hour as they are taught and trained for ministry.

RESPONSIBLE TO:

Children's Director & Committee, Youth & Family Life Pastor

MAJOR RESPONSIBILITIES

- Organization and administration.
- Represents children's church on the children's ministries committee.
- Organizes and meets regularly with the children's church staff.
- Delegates ministry responsibilities to staff members.
- Decides in consultation with the children's coordinator how the time will be divided and
- what age level the ministry will target.
- Leads or team teaches up front in children's church.
- Keeps an updated file of current students.

COORDINATING DUTIES

- Delegates and assigns the following tasks:
- Welcoming ministry: greeting and affirming children; maintaining a file on each child (master files available from the children's coordinator or start from scratch).
- Mailing ministry: Sending absent member postcards, birthday cards, affirmation.
- Hospitality ministry: Organizing refreshments, involving parents on a rotating basis.
- Family visitation ministry: Organizing home visits by staff.
- Music ministry: Choosing songs and leading the singing, involving students in special music.
- Support teachers: Provides one friendly teen or adult per five students who help kids participate but do not teach.
- Custodial: Setting up the chairs, banners, tables after Sabbath School.
- Holds staff accountable for follow-through on their roles.

SCREENING VOLUNTEERS

- Evaluates volunteer applications, with the children's coordinator.
- Interviews volunteers, helping them match their spiritual gifts with ministry needs.
- Screens volunteers on the basis of the volunteer screening form.

TIME REQUIREMENTS

Approximately 4-10 hours per month

TERM

1 YEAR

TRAINING AND RESOURCES

Basic Children's Ministry certification

Advanced Children's Ministry certification

Regular conference planning and training seminars



QUALIFICATIONS, SKILLS AND GIFTS

- Commitment to Jesus Christ and to a growing personal relationship with Him.
- Commitment to Christ-centered ministry to children.
- Commitment to the Seventh-day Adventist Church and to its beliefs.
- Commitment to a balanced Christian lifestyle.
- Commitment to teamwork.
- Commitment to cooperative ministry under the leadership of the pastor and church board.
- Commitment to personal growth and learning, so as to upgrade teaching methods and leadership skills.
- An attitude of servant leadership.
- Passion for children and children's ministries.
- Leadership experience in a ministry to children.
- Current recommendation by the volunteer screening committee.

MISSION STATEMENT

To help children worship God in an age-appropriate way; to prepare children to understand what is happening in the "big church" during the worship hour.



Adventist
Family Ministries