

# San Bernardino 16<sup>th</sup> Street SDA Church

## CHILDREN'S MINISTRIES COORDINATOR

### **PURPOSE**

The children's ministry coordinator relates very closely with the Sabbath School council, children's Sabbath School, VBS team, children's church and all other children's ministry teams in helping to establish the kingdom of God in San Bernardino. The leader responsible to recruit, screen, equip and support children's ministry leaders; to be an advocate for children in and out of the church; and to be a liaison with the conference for sharing information with the church.

### **RESPONSIBLE TO:**

Youth & Family Life Pastor

### **MAJOR RESPONSIBILITIES**

- Chairs the children's ministries committee, made up of children's Sabbath School division leaders, Vacation Bible School leader, children's church leader, and other leaders of ministries for children.
- Represents the children's ministries committee on both the Sabbath School council and the church board.
- Works with children's leaders to develop a budget for each of their ministries, with a line item for each; presents the budget to the church treasurer and the church board.
- Takes an active interest in the strategic planning of the pastor and/or church board.
- Organizes a special program for children's Sabbath, the first Sabbath of October.
- Distributes information and communications from the conference to all children's leaders; collects information for reports and mails them to the conference.
- 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.
- Demonstrates a concern for child 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.

### **COORDINATING DUTIES**

- Plans new programs as church resources permit, assigning both starting and ending dates for each.
- Develops with the CM committee a coordinated calendar of children's ministry events for the entire year, distributing it to every family and leader in the church.
- 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.
- Works with ministry leaders to clarify the goals of each ministry.

### **SCREENING VOLUNTEERS**

- Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff, for the various ministries; has prospective volunteers fill out the volunteer ministry information form.
- With ministry leaders, screens volunteers by evaluating written applications and by interviewing prospective volunteers.
- Equips volunteers by encouraging them to attend conference training events and complete

their children's ministries basic certification; provides adequate resources, materials, and equipment.

- Encourages ministry leaders to mentor and lead their team members.
- Mentors a promising leader into the role of children's coordinator.

**TIME REQUIREMENTS**

Approximately 10+ hours per week

**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**

**1. Volunteer Ministry Qualifications**

A commitment to

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

**2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.



**VOLUNTEER MANAGEMENT**

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