

# JOB DESCRIPTIONS OF CHILDREN'S MINISTRIES DIRECTORS

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## THE GENERAL CONFERENCE CHILDREN'S MINISTRIES DIRECTOR



**Position Summary:** The Director serves as advisor to all areas of the Children's Ministries program in the world field. The director coordinates the activities of the Children's Ministries Department with the total activities of the Seventh-day Adventist Church.

**Authority and Accountability:** By the authority as delegated by the General Conference Working Policy, the Director is responsible for directing the administrative activities of Children's Ministries in accordance with General Conference policy and objectives. The Director is responsible to the corporate church body for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. The Director is responsible for recommending, selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee.

### Essential Job Functions:

- ☺ Provides leadership and acts as a consultant in Children's Ministries for all world divisions.
- ☺ Promotes cooperation and networking among varied church entities which work for/with children.
- ☺ Serves as a member of committees, as assigned.
- ☺ Conducts workshops on child related issues, introducing effective teaching methods for different age levels based on the Bible, Spirit of Prophecy, and current educational research.
- ☺ Counsels, monitors, and evaluates aspects of children's ministries for the world divisions.
- ☺ Conducts surveys, evaluates and analyzes information to identify needs, and plans new material, media programs, and resources. This includes institutions and organizations involved in Children's Ministries.
- ☺ Serves as editor of new materials, programs, and resources. Selects writers and works with secretaries, copy editors, publishers, and directors on these projects.
- ☺ Develops and updates visual aids for Children's Ministries materials with visual aid producers.
- ☺ Provides articles on Children's Ministries for church publications.

- ☺ Evaluates, monitors, and coordinates materials produced by the divisions for Children's Ministries, and facilitates their use in and between divisions and for training programs.
- ☺ Provides training for world divisions in the use of GraceLink in children's Sabbath Schools.
- ☺ Plans and oversees all children's programs for the General Conference Sessions.
- ☺ Advises General Conference and world administrators concerning the Children's Ministries Department.
- ☺ Coordinates the work of the Children's Ministries Department with that of other departments, services, and administration of the General Conference.
- ☺ Guides in the preparation of resource materials for the use of the Children's Ministries Department in the world field.
- ☺ Provides orientation and training of Children's Ministries Department personnel in the world field.
- ☺ Guides and coordinates activities of associate/assistant directors and other personnel engaged in carrying out Children's Ministries Department responsibilities in accordance with the purposes, procedures, and policies of the Seventh-day Adventist Church.
- ☺ Reviews workloads, schedules, itineraries, and status of ongoing projects in order to plan further activities.
- ☺ Develops, motivates, and measures associate/assistant directors.
- ☺ Ensures that staff productivity and morale remain high.
- ☺ Resolves conflicts that arise among staff members.
- ☺ Ensures that the Children's Ministries Department operates within the assigned annual operating department budget.
- ☺ Obtains supervising Vice President's concurrence of any fund-raising projects.
- ☺ Obtains supervising Vice President's concurrence of any department initiated contracts (stipend, employment, independent).

### **THE DIVISION CHILDREN'S MINISTRIES DIRECTOR**

**Position Summary:** The Director of Children's Ministries on the division level serves as a specialist in children's spiritual development, and as an advocate for children. The director coordinates the activities of the department with the union directors within that division territory.

**Accountability:** The Division Director of the Children's Ministries Department is accountable to their administration through the appropriate board or executive committee, for upholding church beliefs and policy in order to accomplish the mission of the church.

### **Essential Job Functions:**

- ☺ Provides leadership and acts as a consultant in Children's Ministries for all union fields.
- ☺ Promotes cooperation and networking among ministries that work for/with children.
- ☺ Serves as a member of committees as assigned.
- ☺ Plans a budget for implementing the strategic plans of the department.
- ☺ Conducts seminars and workshops on child-related issues, introducing effective teaching methods for different age levels based on the Bible, Spirit of Prophecy, and current educational research.
- ☺ Evaluates and analyzes information to identify needs for materials, programs, and training in the union fields.
- ☺ Provides resources for the union Children's Ministries directors
- ☺ Provides training for union leaders and teachers in the use of GraceLink for children's Sabbath Schools.
- ☺ Convenes an advisory of all Children's Ministries directors once a quinquennium for consultation and planning.
- ☺ Develops and edits new materials.
- ☺ Selects writers and works with publishers.
- ☺ Provides articles on children's ministries for division papers and other church publications.
- ☺ Interacts with children's ministries networks within the church and with those of other Christian groups.
- ☺ Arranges for translation and contextualization of resources as appropriate to the specific groups.
- ☺ Conducts evaluations of projects, events, and programs at least once a year.

### **THE UNION CHILDREN'S MINISTRIES DIRECTOR**

**Position Summary:** The Director of Children's Ministries on the union level serves as a specialist in children's spiritual development, and as an advocate for children. The director coordinates the activities of the department with the conference and mission directors within that union territory.

**Accountability:** The Union Director of the Children's Ministries Department is accountable to their administration through the appropriate board or executive committee, for upholding church beliefs and policy in order to accomplish the mission of the church.

### **Essential Job Functions:**

- ☺ Provides leadership and acts as a consultant in Children's Ministries for all conference, mission or attached fields.
- ☺ Promotes cooperation and networking among ministries that work for/with

children.

- ☺ Serves as a member of committees as assigned
- ☺ Plans a budget for implementing the strategic plans of the department.
- ☺ Conducts seminars and workshops on child-related issues, introducing effective teaching methods for different age levels based on the Bible, Spirit of Prophecy, and current educational research.
- ☺ Evaluates and analyzes information to identify needs for materials, programs, and training.
- ☺ Organizes a yearly advisory to work on the plans and strategies of the department.
- ☺ Provides resources for the conference/mission/attached fields Children's Ministries directors.
- ☺ Provides training for leaders and teachers in the use of GraceLink for children's Sabbath Schools.
- ☺ Writes and edits new materials.
- ☺ Selects writers and works with publishers.
- ☺ Provides articles on children's ministries for union papers and other church publications.
- ☺ Interacts with children's ministries networks within the church and with those of other Christian groups.
- ☺ Arranges for translation and contextualization of resources as appropriate to the specific groups.
- ☺ Conducts evaluations of projects, events, and programs at least once a year.

### **THE CONFERENCE/MISSION CHILDREN'S MINISTRIES DIRECTOR**

**Position Summary:** The Director of Children's Ministries on the conference, mission, or attached field level serves as a specialist in children's spiritual development, and as an advocate for children. The director coordinates the activities of the department with the local church Children's Ministries coordinators within that conference/mission territory.

**Accountability:** The Conference/Mission Director of the Children's Ministries Department is accountable to their administration through the appropriate board or executive committee, for upholding church beliefs and policy in order to accomplish the mission of the church.

#### **Essential Job Functions:**

- ☺ Provides leadership and acts as a consultant in Children's Ministries for all local churches.
- ☺ Promotes cooperation and networking among ministries the work for/with

children.

- ☺ Serves as a member of committees as assigned.
- ☺ Plans a budget for implementing the strategic plans of the department.
- ☺ Conducts seminars and workshops on child-related issues, introducing effective teaching methods for different age levels based on the Bible, Spirit of Prophecy, and current educational research.
- ☺ Evaluates and analyzes information to identify needs for materials, programs, and training.
- ☺ Provides resources for the conference/mission/attached fields Children's Ministries directors.
- ☺ Provides training for leaders and teachers in the use of GraceLink for children's Sabbath Schools.
- ☺ Provides articles on children's ministries for conference/mission papers and other church publications.
- ☺ Interacts with children's ministries networks within the church and with those of other Christian groups.
- ☺ Works closely with Children's Ministries coordinators in local churches to encourage them to plan programs for children.
- ☺ Arranges for translation and contextualization of resources as appropriate to the specific groups.
- ☺ Conducts evaluations of projects, events, and programs at least once a year. Keeps the union Children's Ministries director aware of local conference children's programs and activities.

### **MULTIPLE MINISTRIES DIRECTORS**

Most of the Children's Ministries directors of the division, union, conference or mission shoulder responsibilities of multiple departments. This presents quite a challenge for the director who has to distribute his or her time to each of the ministries proportionately. There is a possibility that the director may concentrate all or most of his or her energy in one pet area, thus failing to serve the needs of the other ministries. Here are some guidelines that would enhance the effectiveness of the director:

1. Take an integrated approach. It is important to take a balanced approach to ensure that the mission of each ministry is accomplished.
2. Plan all training events to include all your ministries. Do a minimum of one such training event per year per ministry. Topics that are common to more than one ministry can be taught all at once

*Try to use a cross-curriculum approach to all ministries in your care (see diagram 1 below).*

3. Prepare a balanced budget for multiple ministries.
  - a. Assess needs of each department at the beginning of each financial year.
  - b. Make effective allocations based on needs.
  - c. Write proposals and apply annual funds for special projects.
  - d. Evaluate your department's effectiveness in each ministry at the end of each year.

**Diagram 1**

