

The Ministry of  
**Children's Ministries Coordinator**

*Jesus gave us clear instruction as to the importance of our children when he said, "And whoever welcomes a little child like this in my name welcomes me. See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven." (Matthew 18:5, 10.)*

*When his disciples would have sent the children away, thinking that they were interrupting the important work of the Master, Christ said, "Let them come... for such is the kingdom of heaven." (Matthew 19:14.) Children are a precious, most important part of God's church.*

*Co-ordinating your church's ministries for children involves leadership training, for their teachers and leaders, as well as nurture and outreach for children from birth till 12 years of age.*

**Responsible to:** The church board

**Relates Closely with:** The Sabbath School Committee, the children's division leaders, the VBS leader, and all other children's ministry leaders

**Ministry Mission:** To coordinate all aspects of ministry to children in the local church; to facilitate two-way communication between the conference children's ministry department and local church leaders

**Duties of the Children's Ministries Leader:**

1. *Chair the Children's Ministries Committee.* You schedule this committee, bringing together those who lead out in each of the Children's Ministries in your church, including representatives from the local church school, if there is one. The agenda should include the scheduling of all fund-raisers and trips for the year and a discussion of the Bible learning curriculum planned for each. Together you can reduce overlap, look for gaps in programmes and co-ordinate efforts. Your leadership can encourage a co-operative spirit in that all of the leaders of the various programmes work together.
2. *Planning and Ideas.* In consultation with individual leaders and in meeting the Children's Ministries Committee, you have a wonderful opportunity to spark new ideas. It is your responsibility to work with the programme leaders and to draw together an overall plan and budget for a comprehensive programme of Children's Ministries for the church family.
3. *Programme Administration.* You will represent the interest of Children's Ministries to:
  - a) The Church Board. As a participating member, you have an opportunity to keep the concerns and needs of Children's Ministries before the church leaders.
  - b) The Pastor. Keep the pastor informed of plans and problems. Listen to his concerns and together look for ways to help make the church service interesting and meaningful for children each Sabbath and especially for Children's Sabbath in October.
  - c) The Church Ministries Council. You will join the leaders of the various ministries of the church in this council to plan a mix of nurture, witnessing, community service, stewardship and family life activities for the whole church.
  - d) The Sabbath Superintendent. In some churches, the Sabbath School superintendent still co-ordinates the children's division of Sabbath School. Sit down with your pastor and superintendent and discuss the division of responsibilities. Also you can plan some multi-generational programmes for 13<sup>th</sup> Sabbath.

- e) Leaders of Children's Ministries. You can help the leaders and their staff clarify goals, establish a budget and review curriculum resources. It is your responsibility to support and encourage their specific ministries and help them evaluate their effectiveness in meeting the needs of the children in the congregation and community.
  - f) Church Treasurer. If your church is serious about Children's Ministries, the treasurer will probably want to separate the children's division budget from the general Sabbath School budget. The treasurer can help you develop an overall budget for the various Children's Ministries.
4. *Information.* You are the primary source of information about Children's Ministries in the congregation. You put together a calendar listing all children's activities and events of the local church and see these events get advertised in the church bulletin and/or newsletter. Keep an updated permanent record of all the children in the church and the children of non-members who attend or have attended outreach programmes or visited Sabbath School. Also, provide information to your leaders about training events and new resources.
  5. *Age Level Specialist.* Because spiritual development is linked to intellectual and physical development, children are divided into age level divisions, Beginner (Cradle Roll), Kindergarten, Primary, Junior and Earliteen. You can help teachers and leaders understand how to organise learning activities for specific age levels. You are responsible for conducting a needs assessment among the children in the congregation and in the community, and help the leaders of children's activities understand these needs. Occasionally, you may be called on to help settle disputes over issues such as the correct age, maturity or desirable reading level for promotions. You will want to support the leaders while at the same time safeguarding the freedom of children to enjoy spiritual nurture in a comfortable, accepting environment.

**Time Commitment:** Approximately 2-3 hours per week

**Length of Commitment:** One or two years, depending on the practice of the local church

### **Qualifications**

#### 1. General Volunteer Ministry Qualifications:

The Children's Ministries Coordinator should have made a strong commitment to:

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

#### 2. Special Qualifications for Children's Ministries

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