

CHILDREN'S SABBATH SCHOOL ASSISTANT

A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

Introduction

- Responsible to the division leader.
- Relates closely with the division Sabbath School teachers and other assistant leaders on the team.
- Ministry mission: To help children know God, to hear God's Word, and to respond appropriately. The assistant leader fulfills the ministry mission by supporting the Sabbath School teachers and by teaching when asked.

Responsibilities

The assistant leader of a children's division of the Sabbath School—beginner, kindergarten, primary, junior, earliteen, or combined age groups—has the following responsibilities:

- Attends division team meetings for planning and room preparation.
- Takes turns teaching in Sabbath School when assigned by the leader.
- Steps in when a substitute class teacher is needed.
- May team teach with another assistant or with the leader.
- Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by following the requirements for volunteers and caregivers.

Coordination of Sabbath School Ministry

Delegates and coordinates the following aspects of ministry, as assigned by the leader:

- Record keeping: Maintains and updates files on the children who participate in the ministry program, including their attendance; alerts the leader to current birthdays.
- Welcoming ministry: Greets kids at the door and recognizes visitors.
- Mail ministry: Sends absent member postcards or birthday cards.
- Hospitality ministry: Provides weekly snacks, organizes food for class potlucks and socials.
- Family visitation ministry: Divides the students among leaders and teachers so that each receives a home visit at least once during the year (fall suggested).
- Music ministry: Chooses songs, leads the singing; includes students in special music.
- Class teacher ministry: Assigns one teacher per five students to guide, but not to actually teach.
- Program leader/teacher: Models leadership of the program (which amounts to teaching Sabbath School) up front; may team teach with an assistant or delegate parts of or the whole program.

Screening Volunteers

Assists the leader and children's coordinator, as requested, in the following screening activities:

- Evaluating written applications with the children's coordinator.
- Interviewing promising volunteers and helps match their spiritual gift with a ministry need in the division.
- Allowing nobody to work with children who has not successfully completed the volunteer ministry information form and been approved by the screening committee.

Teaching Ministry

- Learns to lead out following the teaching resource material provided for the GraceLink lessons.
- Learns to lead a child to Jesus, encouraging the child in daily prayer and lesson study.
- Learns to understand the goals of the GraceLink Sabbath School and the philosophy behind the lessons.

- Learns to adapt the activities suggested in the GraceLink material so as to meet the specific needs of their church.
- Follows the standard for classroom management and Sabbath School programming set by the leader; tries to maintain that standard so teaching will be seamless from one leader to another.

Time Commitment

Approximately 5-10 hours per week.

Length of Commitment

One or two years, depending on the practice of the local church.

Training

Basic children's ministries certification (nearing completion).

Advanced children's ministries certification (on-going).

Qualifications

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.

Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

How to Help Your Child Really Love Jesus, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

Little Voices Praise Him. This delightful collection of 315 songs is part of the new GraceLink curriculum for Beginner and Kindergarten, but can be used in VBS, children's church, and at home. Also available on CD.

Visit www.childmin.com for

- A volunteer ministry information form and directions for its use.
- An electronic filing system for student information.

Visit www.gracelink.net for Sabbath School curriculum.

Visit www.acma-online.org for a Children's Ministries support network.

Visit *AdventSource* On-Line at www.adventsource.org/children for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at www.plusline.org.