

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

**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

### **Responsibilities**

#### *Organization and Administration*

- Chairs the Children's Ministries Committee, made up of the leaders of Children's Sabbath School divisions, Vacation Bible School, Children's Church, and other ministries for children
- Represents the Children's Ministries Committee on both the Sabbath School Committee and the Church Board
- Works with children's leaders to develop a budget; presents the budget to the church treasurer
- Coordinates bulk purchasing of supplies and pooling of equipment for the divisions (optional)
- Organizes a special program for Children's Sabbath, the first Sabbath of October, or delegates that responsibility
- Distributes information and communications from the conference to all children's leaders; collects information for reports and submits them online ([www.childmin.com](http://www.childmin.com)) or by mail
- Oversees a permanent file of all children, with pertinent information both of church children and guests to outreach programs; contacts ministry leaders to update and maintain the records
- 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 successfully completed the screening process; insists that Guidelines for Volunteers and Caregivers be followed
- Mentors a promising leader into the role of Children's Ministries coordinator

#### *Coordination of Children's Ministries*

- 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 work together for the overall good of the children and the church

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

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

### **Training**

- Mentoring by previous coordinator
- Basic Children's Ministries Certification (strongly recommended)
- Advanced Children's Ministries Certification (on-going)
- Local conference training (if available)
- Volunteer Management training

## Qualifications

### 1. *Volunteer Ministry Qualifications*

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

- Jesus Christ and to a growing personal relationship with Him
- Christ-centered 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*

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

## Resources

*Children's Ministries: Ideas and Techniques That Work* (AdventSource)

*Sabbath School Handbook* (AdventSource)

[www.childmin.com](http://www.childmin.com)--general Children's Ministries information and resources

[www.gracelink.net](http://www.gracelink.net)--children's Sabbath School curriculum

[www.adventsource.org](http://www.adventsource.org)--free catalog of resources

[www.acma-online.org](http://www.acma-online.org)--Adventist Children's Ministries Association (ACMA); membership provides access to the ACMA lending library and support network, discounts on training and new resources