

The Ministry of
Assistant Children's Division Leader

Responsible to: The children's division leader

Relates Closely with: The division leader, other assistant leaders in the division, and the crew (class) leaders

Ministry Mission: To nurture children into a loving, serving relationship with Jesus

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:

Organization and Administration

- Meets quarterly with other division personnel for planning, training, and room preparation
- Undertakes specific responsibilities as assigned by the leader
- Assists with the children when the leader is up front
- Leads the program or team teaches, as assigned by the leader
- Assists with one or more of the following aspects of ministry, as assigned by the leader: song leading, hospitality, greeting, mailing, record keeping, and family visitation

Volunteer Screening

- Demonstrates a concern for child safety by completing the Volunteer Ministry Information Form and returning it when asked, and by observing the Guidelines for Volunteers and Caregivers

Leading and Teaching

- Follows the program style and materials chosen by the leader

Time Commitment: Approximately 2 hours per week, including Sabbath School time

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

Training: Basic Children's Ministries Certification (recommended)

Qualifications

1. *Volunteer Ministry Qualifications*

The assistant division leader is committed to:

2. Jesus Christ and to a growing personal relationship with Him
3. Christ-centered ministry to children
4. The Seventh-day Adventist Church and its beliefs
5. A balanced Christian lifestyle
6. Cooperative ministry under the leadership of the division leader
7. 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,
- Ability to communicate with children

Resources

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

Sabbath School Handbook (AdventSource)

Coming to Jesus (AdventSource)--a colorful booklet for leading children through the steps to Jesus

www.childmin.com--general Children's Ministries information and resources, including Volunteer Ministry Information Form and directions for its use, and the quarterly Materials List (suggested ancillary materials to support and expand the program for each Sabbath School division)

www.gracelink.net--children's Sabbath School curriculum

www.adventsource.org--free catalog of resources

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