WENDY YOUTH

BOARD MEMBER

CHILDREN'S MINISTRIES COORDINATOR

Ministries in the Youth category are responsible for activities and events that have a focus on children, teens, and young adults.

INTRODUCTION

The overseer for all activities and programs for children in the congregation.

DUTIES

- Responsible to the church board
- Relates closely with the Sabbath School council, children's Sabbath School division teams, the VBS team, and all other children's ministry teams.
- Ministry mission to coordinate all of the ministries for children; to recruit, screen, equip and support children's leaders; to be an advocate for children; to be a liaison with the local conference for the sharing of information and data.
- Chairs the children's ministries committee, made up of children's Sabbath School division leaders, Vacation Bible School leader, children's church leader, and other leaders of ministries for children.
- Represents the children's ministries committee on both the Sabbath School council and the church board.
- Works with children's leaders to develop a budget for each of their ministries, with a line item for each; presents the budget to the church treasurer and the church board.
- Takes an active interest in the strategic planning of the pastor and/or church board.
- Organizes a special program for children's Sabbath, the first Sabbath of October.
- Distributes information and communications from the conference to all children's leaders; collects information for reports and mails them to the conference.
- Oversees a permanent file of all children, with pertinent information both of church children and guests to outreach programs; shares the student files with ministry leaders who help update and maintain the record.
- Demonstrates a concern for child safety by personally completing the background check process

DUTIES (cont'd)

- Demonstrates a concern for child safety by ensuring all volunteers & chaperones complete the background check process before beginning duties. Insists that guidelines for volunteers and caregivers be followed.
- Plans new programs as church resources permit, assigning both starting and ending dates for each.
- 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 see their ministry as part of a larger team, all working together for the good of the church's children.
- Works with ministry leaders to clarify the goals of each ministry.

Managing Volunteers

- Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff, for the various ministries; has prospective volunteers fill out the volunteer ministry information form.
- With ministry leaders, screens volunteers by evaluating written applications and by interviewing prospective volunteers.
- Equips volunteers by encouraging them to attend conference training events and complete their children's ministries basic certification; provides adequate resources, materials, and equipment.
- Encourages ministry leaders to mentor and lead their team members.
- Mentors a promising leader into the role of children's coordinator.

Selecting Curriculum

- Encourages ministry leaders to use Seventh-day Adventist materials produced by the General Conference, where available.
- Reviews and evaluates support resources for content and general suitability.
- Makes selections in consultation with the ministry leader, and presents the selection for a vote of the children's ministries committee and/or the church board.

Training

- Basic children's ministries certification (strongly recommended).
- Advanced children's ministries certification (on-going).
- Leadership training (on-going).
- Volunteer management seminar (recommended).

DUTIES (cont'd)

Qualifications

- ***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*
- ***Other Requirements***
  - *An attitude of servant leadership.*
  - *A passion for children and children's ministries.*
  - *Leadership experience in a ministry to children.*
  - *Complete and pass a background check and any required training*