

# 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:

1. Attends division team meetings for planning and room preparation.
2. Takes turns teaching in Sabbath School when assigned by the leader.
3. Steps in when a substitute class teacher is needed.
4. May team teach with another assistant or with the leader.
5. 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

- a. Jesus Christ and to a growing personal relationship with Him.
- b. Christ-centered ministry to children.
- c. The Seventh-day Adventist Church and to its beliefs.
- d. A balanced Christian lifestyle.

- e. Teamwork.
- f. Cooperative ministry under the leadership of the pastor and church board.
- g. Personal growth and learning, continually upgrading methods and skills.

**2. Special Qualifications**

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

**Resources**

For a list of recommended resources, free downloads and websites visit [MinistryKits.AdventSource.org](http://MinistryKits.AdventSource.org)

For a complete list of resources visit [AdventSource.org](http://AdventSource.org), select the store tab and then your ministry.

You can call *AdventSource* at 402.486.8800 for additional information or if you have questions about ministry. For ministry-related articles, videos, and free downloads visit [AdventSource.org](http://AdventSource.org).

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