

Start or revitalize a ministry in your church

QUICK START GUIDE



CHILDREN'S MINISTRIES COORDINATOR



Quick Start Guide for the Children's Ministries Coordinator

Available from:

AdventSource

5120 Prescott Avenue

Lincoln, NE 68506

402.486.8800

AdventSource.org

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Introduction

As children's ministries coordinator, your job is to bring together the various individuals involved in ministering to children in your church, support them, and encourage them to cooperatively develop and manage their schedules, budgets, and supplies. According to the Seventh-day Adventist Church Manual, the children's ministries coordinator:

NAD
CHILDREN'S
MINISTRIES
WEBSITE

To keep up with news about children's ministries, visit the NAD children's ministries website at **ChildMin.org**. You'll find resources, training events, a blog, and more.

- is a voting member of the church board
- serves on the personal ministries council
- serves on the Sabbath school council
- may be responsible for Vacation Bible School
- should be an individual of moral and ethical excellence
- chairs the children's ministries committee
- is selected by the nominating committee

Your church may organize ministries in different ways. In any case, your responsibility is to all the children in your congregation and community.

Duties of the Children's Ministries Coordinator

MISSION STATEMENT

The mission of children's ministries is to lead children into a loving, serving relationship with Jesus Christ

Time Commitment

As children's ministries coordinator you should plan to dedicate approximately three hours of work per week, depending on the scope of ministries at your church.

Length of Commitment

Expect to hold the job for one or two years, depending on the practice of your church.



Description

The personal ministries leader needs to have a vibrant relationship with Jesus Christ and a desire to share Him with others. This person also needs to be able to plan, organize, manage, and evaluate outreach projects. He or she must be able to motivate and supervise volunteers. The ability to communicate effectively with church members, other leaders, and the community is also needed.

The job of children's ministries coordinator consists of:

- Being responsible to the church board.
- Working closely with the Sabbath School council, children's Sabbath school division teams, the Vacation Bible School team, and all other children's ministries teams.
- Coordinating all ministries for children, working with your church and conference to recruit and screen volunteers, and equipping and supporting children's leaders.
- Acting as liaison to the local conference by sharing information and data.

Leadership Roles

As children's ministries coordinator, your leadership roles include:

- Chairing the children's ministries committee, made up of children's Sabbath school division leaders, the VBS leader, the children's church leader, and any other leaders of ministries for children.
- Representing the children's ministries coordinator on both the Sabbath school council and the church board.
- Working with leaders of each children's ministry to develop a budget and a line item for each one and presenting it to the church treasurer and the church board.
- Taking an active interest in the selection of the children's pastor and/or the church board.
- Organizing a special program for Children's Sabbath, the first Sabbath of October. For more information, visit ChildMin.org.
- Distributing information from the conference to all children's leaders as well as collecting information for reports and sending them to the conference. Report forms are available at ChildMin.org.
- Keeping record of all pertinent information concerning the children, both of church members and guests, who are involved in your ministries as well as sharing those files with ministry leaders who help update and maintain the records.
- Demonstrating a concern for child safety by completing your conference's volunteer screening procedure and ensuring that all children's ministries volunteers do the same. In addition, the children's ministries coordinator should insist that guidelines for volunteers and caregivers always be followed.



Coordination of Children's Ministries

As far as coordination duties go, you will be responsible for:

- Planning new programs as church resources permit and assigning both starting and ending dates for each one.
- Working with the church board and children's ministries committee to develop a coordinated calendar for children's ministries events for the entire year and distributing it to every family and leader in the church.
- Helping ministry leaders understand that they are all part of a larger team working together for the good of the church's children.
- Working with ministry leaders to clarify the goals of each ministry.
- In the absence of a children's pastor, working with the other church pastors in planning events such as baby dedications and the baptisms of children.
- Preparing and submitting statistical reports for the conference children's ministries director and/or the division director. Visit ChildMin.org for more information.

Managing Volunteers in Children's Ministries

While managing volunteers in children's ministries, you will be required to:

- Recruit volunteers to fill various positions, including leaders, assistant leaders, teachers, and support staff for various ministries, as well as require that any prospective volunteers complete the conference's screening process.
- Work with ministry leaders in screening volunteers, evaluating written applications, and interviewing prospective volunteers as instructed by the conference.
- Work with the nominating committee to fill positions in children's ministries.
- Equip volunteers by encouraging them to attend conference training events and complete the North American Division Children's Ministries Certification, as well as see that the church provides adequate resources, materials, and equipment for these events.
- Encourage ministry leaders to mentor and lead their team members.
- Mentor a promising leader in taking on your role as children's ministries coordinator after you.

Planning the Curriculum

The duties you will be responsible for as you plan the curriculum for your children's ministries include:

- Encouraging ministry leaders to use Seventh-day Adventist materials produced by the North American Division. Visit ChildMin.org and AdventSource.org for ideas.



- Reviewing and evaluating support resources for content and general suitability.
- Making selections in consultation with other ministry leaders, and then presenting those selections for a vote to the children's ministries committee and/or the church board.

Training

Some recommended programs that will help you in training your volunteers are:

- North American Division Children's Ministries Certification (strongly recommended). Visit ChildMin.org to find a training event in your area.
- Leadership training. Visit ChildMin.org for details.
- Volunteer management seminar. Check with your local conference for resources and training events.

Qualifications

As children's ministries coordinator, it is important for you to make a commitment to:

- Jesus Christ and a growing, personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, as well as continually upgrading methods and skills.

The special qualifications needed for a children's ministries coordinator are:

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

NAD CHILDREN'S MINISTRIES CERTIFICATION

NAD Children's Ministries Certification offers eight areas in which you can be certified: Understanding Children, Teaching Children, Child Evangelism, Leadership, The Presenter, Ministering to Parents, Reaching Pastors & Elders, and Creative Arts.

Certification is given upon completing a series of workshops, seminars, personal study, and practical experience. This program will help you become knowledgeable about the Word of God, the needs of children, and the most effective teaching and programming methods.

Training is offered throughout the year in the North American Division. You can check your local conference as well as ChildMin.org for training near you.



Tasks for Children's Ministries Coordinators

1. Get an overall picture of children's ministries in your church by researching what's happening and talking to leaders and former leaders. Keep a notebook with your observations of the positive things that are happening in the children's ministries at your church and the things that are challenging or need to be updated.
2. Discover what needs have not yet been met by talking to ministry leaders, teachers, parents, and church members.
3. Talk to the pastor of your church.
 - a. Ask for the pastor's vision for your church and write it down in your notebook.
 - b. Figure out how children's ministries can support this vision.
 - c. Report what observations you have made so far.
 - d. Ask for representation on committees and boards (as specified in the Seventh-day Adventist Church Manual).
4. Call the children's ministries committee together.
 - a. Assess the needs of children's ministries in your church.
 - b. Set the calendar for the year.
 - c. Print a copy of the calendar for every family.
 - d. Present budget requests/needs.
 - e. Share the pastor's vision and pledge your support for it.
5. Take inventory of your supplies.
6. Talk to the church treasurer and find out how much of the budget is already available for your ministries. Some churches also have the children collect a special offering from the congregation and place it in a special container just before the children's story.
7. Take the calendar and budget to the church board.
8. Start a program where a prayer warrior pairs up with each leader/teacher.
9. Plan for last-minute changes and don't announce something until you have planned it carefully and have the support of the children's ministries committee.
10. Create registration cards for all kids in children's Sabbath school classes. It's helpful for the division leaders to know more about the kids than just names and birthdates. To learn more about the kids, you could also ask about their favorite food, color, sport, etc.



Children's Ministries Calendar

Here are some sample events you may wish to plan during the year. Visit ChildMin.org for more information on planning events.

January Week of prayer	February Community story hour	March Parenting seminar
April Neighborhood Bible club	May Nature camp	June Camp meeting
July VBS	August Kids' health fair	September Evangelistic meetings for kids
October Children's Sabbath	November Thanksgiving program	December Christmas program

Planning Your Budget

The budget is your ministry vision expressed in money. A budget is, at best, simply an estimate as to the amount of money you think you will spend during a specific time. It is better to estimate too high than too low.

Steps to Creating Your Budget

1. Consider the needs.
 - a. Look at each department's goals.
 - b. What worked or did not work last year?
 - c. Consider the financial conditions of each department.
 - d. Can you afford "new ideas"?
 - e. When possible, set figures reasonably high.
2. Identify your categories.
 - a. Books and other resources



- b. Printing and photocopying
 - c. Supplies and other materials
 - i. Equipment
 - ii. Children's events
3. Evaluate the past budgets of the department.
 - a. Did you accomplish all the plans as budgeted?
 - b. Were there areas that require a carry-over into the new year?
 4. Set your figures.
 - a. Prioritize each department's needs and programs.
 - b. Be a visionary and set bigger budgets for your programs.
 5. Itemize and justify your figures.
 6. Discuss the budget with the appropriate person/committee.
 7. If the budget committee returns the budget to you with the recommendation to reduce the bottom line, you will need to put each category and figure through a rigorous examination. For every figure, ask yourself these questions:
 - a. Can we accomplish the same goal less expensively?
 - b. Is this purchase vital to our ministry vision?
 - c. Is the timing right for this purchase or expense?
 - d. Have we done all we can to justify this expense?
 - e. Does past experience support such a purchase?
 - f. Are we willing to bend on this purchase?
 - g. How might we raise the money elsewhere to accomplish our vision?
 8. Evaluate and adjust your budget on a regular basis.



Sample Budget Worksheet for Children's Ministries

MINISTRY AREA		YEARLY BUDGET AMOUNT
Sabbath School	Weekly papers & quarterlies	
	Division operation	
	Beginner	
	Kindergarten	
	Primary	
	Juniors	
	Earliteens	
Nurture Activities	Retreats	
	Children's Sabbath	
	Easter drama	
	Christmas play	
	Teacher training seminars	
	Children's church	
Outreach Activities	Craft day	
	Community project	
	Neighborhood Bible clubs	
	Vacation Bible School	
Miscellaneous		
Ideas: Baby dedication baskets, children's devotional books, Mother's Day flowers, Father's Day gifts, leader appreciation gifts, etc.		

TOTAL CHILDREN'S MINISTRIES BUDGET	
Sabbath School	
Nurture Activities	
Outreach Activities	
Equipment	
Miscellaneous	
TOTAL BUDGET	



Networking with Other Children's Ministries Leaders

Networking is essential in today's world, especially in children's ministries. Some of us may work in socially isolated areas or be relatively new to children's ministries and in need of support, ideas, and direction. Others have been doing this for years, but may need a fresh look, new ideas, and motivation. No matter our circumstances, we can all benefit from the support of a network. To start networking, check with your conference to identify training opportunities where you can get to know other children's ministries leaders.

Recruiting and Keeping Volunteers

Recruiting Volunteers

When recruiting volunteers, make sure to:

- Approach prospective volunteers in a kindly, positive manner.
- Allow them total freedom in the decision to join your team.
- Provide a printed job description and outline of the time commitment.
- Explain the benefits of volunteering with children's ministries.

Lay a foundation for volunteer service by creating an atmosphere where volunteers feel part of a successful program. They need to feel that God will bless the work they do. Some ways to lay this groundwork are to:

1. Find members who have a passion for working with children and ask them to pray for children's ministries.
2. Select people who have experience working with children. Ask them to pray for and with a specific volunteer.
3. Hold a dedication service that includes both volunteers and their prayer partners.
4. Explain to volunteers that honor in service pays greater rewards than cash wages—especially if they are ministering in an area where God has gifted them.
5. Encourage current workers to recruit helpers who love working with children and provide those people with mentoring.
6. Inspire adult Sabbath school classes to pray for, affirm, and encourage the children in your church. One way to do this is to acknowledge each child's birthday.
7. Ask the nominating committee to consult you and the children's division leader before appointing people to their ministries.



Retaining Volunteers

Retaining volunteers doesn't happen by accident. You must plan carefully and show workers that you care about their efforts in order to keep them. You can do this in several ways:

1. Stop by a classroom. Ask how things are going and what resources are needed.
2. Alert the church communication director of division events to be promoted in the church and community.
3. Find substitute leaders and teachers who will work in an emergency so volunteers won't have to worry if they need to be absent.
4. Feature each children's division during the church service once or twice a year. Volunteers feel encouraged when they realize that the church members know what they are doing.
5. Recognize your volunteers and find ways to show appreciation. This could include writing thank you notes, acknowledging volunteers in front of the church family, or planning a meal for your volunteers.
6. Plan a quarterly meeting with your volunteers. Let them share their needs and concerns.
7. Plan special programs such as 13th Sabbath, a Mother's Day celebration, and holiday programs.

In-services can occur at regularly scheduled times or as one big event each year, but if meetings are to be successful you'll need to consider the time, place, and location. Take your volunteers' schedules and locations into consideration when choosing a meeting place. To get a good turnout you need to advertise and have a central attraction such as a guest speaker, film, or potluck.

Remember that many attendees have children, so arranging on-site childcare is helpful. (Usually teenagers will volunteer, or you can finance it by taking an offering.)

Keeping volunteers will also be easier if the church board supports the children's divisions. Find church leaders who will act as mentors for one division or ministry. Each mentor can keep up with leaders' needs and report any concerns, ideas, and needs to you that you in turn can present to the board. Such mentors can also help by encouraging volunteers and affirming them in their work.

Recruiting and retaining volunteers in the children's division is an all-year effort. Build a program that makes your volunteers proud. They'll tell others. Then when recruiting time comes, those who have worked with you will want to stay, and others will count it a privilege to join.



Guidelines for Volunteers and Caregiving

Because our society is filled with pain caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct—both for their protection and those under their care. As a ministry volunteer, you want parents/guardians and others to feel comfortable and confident with leaving their children in your care. Here are some practical guidelines:

1. Never leave a child, or group of children in your care, unattended. Provide adequate supervision at all times, no matter what.
2. Never be the only adult serving as a caregiver. Always have at least one other person 18 or older with or near you.
3. Always ask a person's permission before touching him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a t-shirt and/or shorts. If an injury is within this area, make sure another adult works with you to provide care.
4. Physical and verbal attacks are inappropriate and should never be used as discipline. Putting a child in time out or having them sit in a chair are much more helpful methods in such situations.
5. Kids need to be touched appropriately. Keep hugs brief and shoulder-to-shoulder or side-to-side. Always keep your hands at or above the shoulder level. For small children who like to sit on laps, encourage them to sit next to you instead.
6. When taking small children to the bathroom, take another adult along.

Be aware of the signs and symptoms of abuse and the legal requirements in your area for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse. Working with children and youth at church is not only a privilege, but also a deep responsibility that we must handle with utmost care.

Adventist Risk Management, Inc. and the North American Division Child Protection Policy outline the following rules for leaders. These serve as a protection to you and your ministry against charges of abuse.

- The volunteer screening rule: All volunteers must complete the screening process at NCSRisk.org/Adventist. Please check with your conference if you have any questions regarding this screening process.
- The six-month rule: Do not recruit a volunteer who has been a church member for less than six months.
- The two-person rule: Have at least two adults present at all times, 18 years of age or older, to help with the supervision of children.
- The glass window rule: If the door to a classroom does not have glass in or around it, the door should be left open so the teacher is in full view. Visit ChildMin.org/childrens-safety for more information.



Volunteer Ministry Screening

Why the need for volunteer screening?

The screening process is meant to safeguard children and youth from sexual predators and the church from litigation.

Volunteer screening gives the families in your community confidence that their children are safe with us. If a person has had a prior conviction and is still appointed to a position in a church anyway, that church could be liable for negligence. The resulting emotional, social, and financial costs to the church would be substantial.

Who should be screened?

Every person who fills a ministry position in the church should be screened—particularly those who volunteer to work with children or youth. For many young people, any ministry position in the church carries the weight of respect and authority. Pastors and other leaders in the church should go through the screening process first as an example to others. Teens who volunteer to teach younger children may be screened as well. Teens should never be left to work with children alone. Visit NCSRisk.org/Adventist to begin the screening process and ChildMin.org/childrens-safety for more information about child safety.

Ministering to Kids with Special Needs

“Let the children come to me. Don’t stop them! For the kingdom of Heaven belongs to those who are like these children” (Matthew 19:14 NLT).

Children of varying abilities, strengths, and struggles are all called to Jesus. Our role then is to create a place where every child, no matter their ability, can have the opportunity to meet Jesus. Children with special needs are a valuable part of children’s ministry and the church. As the children’s ministries coordinator, you will lead the way in creating an inclusive church environment for children with special needs and their families.

Creating an inclusive church environment for children who have special needs is vital. An increasing number of children are being diagnosed with a disability or have yet to be diagnosed. While children with disabilities do come with a unique set of needs, what they require most is a church that loves them and fully accepts them into their community and as an integral part of the church family.

A critical part of loving and accepting a child with special needs is seeking a better understanding their needs. Look for opportunities to learn more about what accommodations or modifications you can make within your current programs to create a more successful inclusive children’s ministry environment for children of all abilities. There are a variety of ways to do this, including using online and printed resources as well as one of the many different training opportunities available from the North American Division Department of Children’s Ministries.

Visit ChildMin.org for more information and to find resources on this topic.



Year-end Reporting

Children's ministries is an excellent way to reach families from your church and community. The information you provide on your year-end report helps increase the support available to you—budgetary and otherwise—to grow your ministry in your community.

Besides, when you pour your energies into a program, you want someone in leadership to notice! The items on these year-end reports provide goals to achieve. If churches grow in each area, they will bring a balance to children's ministries. Thanks for your support.

Reporting forms are available at ChildMin.org.

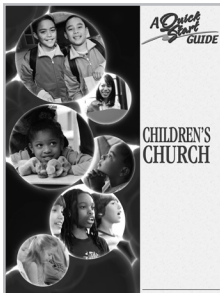
Conclusion

We hope this Quick Start Guide has provided you with a good starting point for your work in children's ministries. You are part of the Master's plan! Remember that God has a plan for you and each of the children who will be touched by your ministry.



Resources

The following resources are available from AdventSource. For a complete list, visit AdventSource.org or call 402.486.8800.

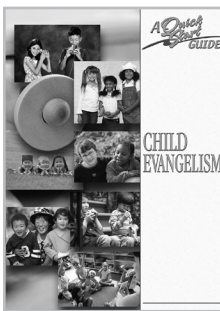


Children's Church Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

Find all the information you need to start planning a children's church program.

Product #026090

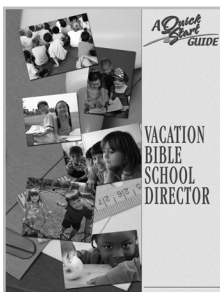


Child Evangelism Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

Read this guide to learn about involving children in church ministry, hosting visitors at Sabbath School and church, and more.

Product #026073

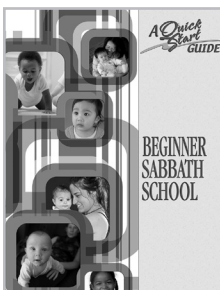


Vacation Bible School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

If you are planning a VBS program, this book contains all the information you need to get started. You'll learn about recruiting volunteers, creating a budget and timeline, tips for safety, and much more.

Product #020675



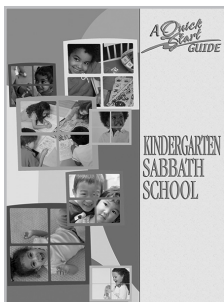
Beginner Sabbath School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

find advice for starting a Beginner Sabbath school, facts about Beginner-age children, information about the GraceLink curriculum, and much more.

Product #556266



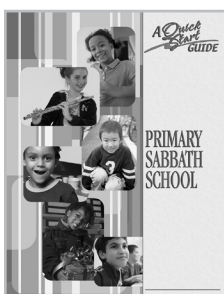


Kindergarten Sabbath School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

This guide contains facts about kindergarten-age children, information about the GraceLink curriculum, advice for your kindergarten class, and much more.

Product #556267

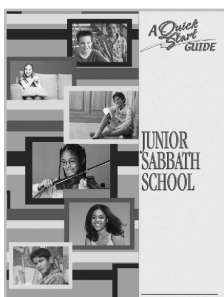


Primary Sabbath School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

This guide contains facts about primary-age children, information about the GraceLink curriculum, advice for your primary class, and much more.

Product #556268

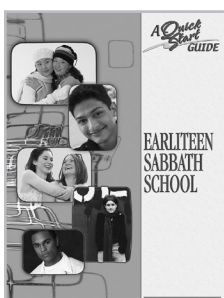


Junior Sabbath School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

Find a job description, information about how children learn, room decoration ideas, simple discipline techniques, a sample budget and calendar, and more.

Product #026070



Earliteen Sabbath School Quick Start Guide

Prepared by NAD Children's Ministries (AdventSource)

This Quick Start Guide contains ideas to help get your earliteen Sabbath school ministry started.

Product #026065



Children's Ministries Needs Assessment Survey

In order to better serve you and your children, we have designed this survey. Please take a few moments to answer the following questions. The results of this survey will be used to assist us in organizing programs, developing resources and setting goals for our overall ministry to children.

1. How many children do you have? _____
2. What are the ages of your children? _____
3. Do you have a child with special needs? NO YES Ages: _____
Description of special needs: _____

4. What type of programs would you like us to organize for your child(ren)?

Check (X) as many as apply.

- retreat choir cooking picnic health fair
 crafts day/weekend prayer group Bible quiz/game
 service project puppet ministry preaching club

Other ideas _____

What kind of activities would you like us to organize for parents?

- Lending library of parenting books/videos
 Family Life speakers
 Family Life video presentations
 Parenting seminars
 Family socials
 Parenting and family relations tips in sermons
 Parent class in Beginner (Cradle Roll) division

Family Support Activities

- Child Care during parenting events
 Mother's Day or Night Out
 Support groups (divorce, loss, 12-step programs, etc.)
 Families affirmed at church
 Family retreats
 Parents welcome in children's programs

Permission to copy for local church use.



Children's Ministries Coordinator Ministry Description

Introduction

- 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.

Responsibilities

1. 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.
2. Represents the children's ministries committee on both the Sabbath School council and the church board.
3. 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.
4. Takes an active interest in the strategic planning of the pastor and/or church board.
5. Organizes a special program for children's Sabbath, the first Sabbath of October.
6. Distributes information and communications from the conference to all children's leaders; collects information for reports and mails them to the conference.
7. 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.
8. 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 already filled out the form and been approved; insists that guidelines for volunteers and caregivers be followed.

Coordination of Children's Ministries

- 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 in Children's Ministries

- 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 Children's 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.

Time Commitment

Approximately 10-15 hours per week.

Length of Commitment

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

Training

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



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.

Responsibilities in the Local Church, by the Church Resources Consortium, North American Division of Seventh-day Adventist Church. Copyright © 1997, Revised 2017. *Permission to copy for local church use.*



CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

**Thank You for your service as a Youth/Children's Ministry Volunteer
Please retain a copy of this document and keep it for reference.**

Children's Ministries Coordinator

The children's ministries coordinator is vital to a dynamic children's ministry. This Quick Start Guide provides an overview of the responsibilities for the coordinator and ideas for how children's ministries can become vital in your church. It contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or an experienced volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

Other titles in the Quick Start Guide series:

- Beginner Sabbath School
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