**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**) 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