

*A Quick
Start*
GUIDE



JUNIOR
SABBATH
SCHOOL

A Quick Start Guide for the Junior Sabbath School Leader

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The Junior Sabbath School Division

Sabbath school provides a religious education that leads young people to Jesus and helps them build a relationship with Him. As a leader, it is your job to provide opportunities for spiritual growth and prepare young people to make important decisions.

Many juniors will be ready to make a public commitment to Jesus and begin preparing for baptism. Some will act on a decision for Jesus they may have made in primary, while others will make a decision for Jesus for the first time. George Barna's research tells us this is the optimal age for young people to give their lives to the Lord. Junior leaders need to encourage and prepare young people for this important decision.

Go to www.childmin.com for leader's resources, training, information about certification classes and a free newsletter, The Children's Leader.

This Quick Start Guide contains ideas to help get your junior Sabbath school ministry started. As you read, think about how you can adapt these suggestions for your local church. Use this material as a starting point for your own creativity.

Sabbath School Divisions		
Beginner	ages birth-2	2-Year GraceLink Curriculum
Kindergarten	ages 3-5	2-Year GraceLink Curriculum
Primary	ages 6-10 (grades 1-4)	4-Year GraceLink Curriculum
Junior	ages 10-12 (grades 5-6)	2-Year GraceLink PowerPoints Curriculum
Earliten (if classes are divided)	ages 13-14 (grades 7-8)	2-Year Real-Time Faith Curriculum

Junior Sabbath School Leader Job Description

Your job description may vary as determined by your children's ministries council or your church. The following information contains general guidelines for junior leaders.

Objective: Coordinate and lead the junior Sabbath school

Time frame: One or two years, depending on the practice of your local church

Accountable to: Children's ministries coordinator and children's ministries council

Junior leaders must be committed to:

- Jesus Christ and a growing 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, church board or children's ministries council
- Personal growth and learning

Specific Responsibilities

- Set the goal for your division
- Organize and lead the junior Sabbath school division
- Equip and coordinate the assistant leaders
- Recruit other needed volunteer staff
- Order your curriculum needs through your church secretary
- Prepare and execute weekly programs
- Plan outreach to parents
- Meet with the children's ministries council or other governing church body
- Provide opportunities for volunteer training in your church or at conference events
- Encourage volunteers to complete children's ministries certification
- Encourage volunteers with thank-you notes, gifts or parties

Time Commitment: Approximately 4-6 hours per week, depending on the size of your department

Ongoing Leadership Growth Through:

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

Top 10 Tasks for Junior Sabbath School Leaders

- Read this Quick Start Guide (you are already doing this)!
- **Read *Children's Ministries Manual: Ideas and Techniques that Work*.** It is full of great ideas and information that will make your ministry successful. This book is available from AdventSource at www.adventsource.org or 800.328.0525.

- Look at the Sabbath school lessons your church is using. If you are not using GraceLink PowerPoints, the only curriculum produced by the Seventh-day Adventist Church for juniors, find out why that decision was made. (For more on GraceLink see page 8.)
- Call your staff together for an organizational meeting. With their help, determine the goal of your department. What do you want the children to know and do before they move on to the next level? What do you have to do to help them reach that goal? If you do not have a goal, you are shooting arrows without a target. What specific things can you do to lead juniors to make a decision for Jesus and be baptized?
- Get an up-to-date picture of your junior Sabbath school division – the children’s and departmental needs. Research what has been happening; talk to current and former volunteers. Take an inventory of the supplies already available. Assess what new materials will be needed. Circulate and collect your parent questionnaire. (See page 5.)
- Create a budget for the entire year. (See Budget on page 18.)
- Plan a calendar for the year that includes all division activities. Add appropriate church and conference activities. (See page 20.)
- Consult with the children’s ministries coordinator concerning expectations, needs, budget, church calendar and areas of concern.
- Share your plans, calendar, budget and any other pertinent information with the children’s ministries committee.
- Start a program of prayer warriors who are paired with each teacher.

Seven Principles for Excellent Leaders

As the leader of the junior Sabbath school division you need to commit to setting a high standard. Here are seven principles that will serve you well. Think of them as a guide to a successful ministry.

Personal

In order to share Jesus with others, you must have a personal connection with Jesus Christ. Personal devotional time, a focus on prayer and openness to the Spirit’s leading are all crucial to being a successful leader.

Excel

Do well what you do. It’s not how much you do, but how well you do it. Show people that you are reliable, accurate and able to anticipate and deal with problems. Eventually they will develop trust, respect and appreciation for what you do. People are more likely to help someone who represents excellence.

Nurture

Be supportive of others. Even self-motivated people are encouraged by a supportive atmosphere. Under such conditions, people are more likely to open up and share ideas.

Diversify

Get to know many different kinds of people (with diverse interests, opinions and backgrounds). The more people you know, the more opportunity for networking – sharing ideas, solutions and support. Expand your network to include coworkers, church members, neighbors and employees of companies where you do business.

Be Visible

Participate in groups that share your interests. Do you belong to the Adventist Children's Ministry Association? How about local community groups? Seek out and join other people with similar interests and needs.

Personalize

Learn other people's unique qualities. When you meet people, remember more about them than their name. What are their backgrounds, interests, experiences, personalities? The more you know about a person the easier it is to relate to them.

Organize

Make a networking plan. How can you best make use of these principles? Who can you add to your network list? Start by going through lists of participants in conferences and workshops you've attended.

In your networking efforts, remember that you must be willing to give at least as much as you receive from networking – whether that be through experience and resources or old fashioned elbow-grease. You must be willing to give in order to receive.

Priority #1 – Find Out Who You Are Serving

From the beginning a good leader gets to know the juniors and their families. On the next page is a survey to adapt and circulate to the families. The information you collect will help you in planning your programs, training, events and calendar. Another way to get to know your juniors is to visit in their homes. When you visit, be sure to spend quality time with the juniors and their parents.

Junior Sabbath School Survey

The results of this survey will assist us in organizing programs, developing resources and setting goals for the junior Sabbath school class. Your input is appreciated.

1. Child's name & birthday: _____

2. Parent or guardian's name: _____

Address: _____

City: _____ State/Prov: _____ ZIP/PC _____

Phone: _____ Email: _____

3. Does your child have special needs (allergies, developmental, physical)? YES NO

What are these needs? _____

4. What interests your child? _____

5. What does your child like to do? _____

6. What type of program, other than Sabbath school, would you like us to organize for you or your child? _____

7. What type of program or class would you be interested in attending? _____

8. Additional comments: _____

Understanding Juniors

In order to understand junior children, ages ten through twelve years, it is helpful to note the characteristics of their growth and development.

Mental

- Are on the brink of abstract thinking
- Like to figure cause and effect
- Have a rapidly-increasing attention span
- Discover ways to answer their own questions
- Need to have abstract words and concepts explained
- Begin to question authority
- Are capable of thinking and reasoning

Emotional

- Lack self-esteem
- Are subject to mood swings
- Get bored unless they see the purpose in what they are doing
- Crave success and affirmation
- Are acquiring values
- Take themselves seriously

Social/Relational

- Care about pleasing their peers
- Are hero-worshippers
- Are action-oriented
- Start to develop gender roles

Spiritual

- Want Bible teaching to be practical, related to their life
- Are ready to make salvation decisions
- Are developing their consciences
- Feel responsibility for their sins
- Are rule-oriented
- Are looking for adult models

Developmental Needs

- Be responsible
- Achieve competence
- Grow in self-esteem
- Master social, academic and physical skills
- Earn from parents a greater measure of personal freedom

Spiritual Needs

- To know God loves and understands them
- A Savior who can give them victory over sin
- Confirmation that God answers prayer and encouragement to trust Him
- To know what God has done for others and what they personally can expect from Him
- To know how God affects their daily lives
- To experience forgiveness and freedom from guilt

For more information about learning read *Children's Ministries Manual: Ideas and Techniques That Work*, chapter 6.

Faith Development for Juniors

In Luke 2:52 we read that Jesus grew in wisdom (mental) and stature (physical) and He also grew in favor with God and man. These last two areas suggest both spiritual and social growth.

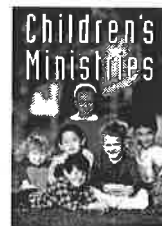
From approximately the age of seven to the age of eleven (or even later) a child's thinking ability centers on what is concrete and tangible. What is real is what is experienced. As relieved as adults might be that the child has become more realistic, the realism comes with a certain loss. If what is real is what is experienced, then is God real?

Juniors seek first-hand confirmation of what they learn. When the pastor shares that Jesus is in heaven interceding on our behalf, these children ask: "If Jesus is in heaven, how can He simultaneously help the person who is homeless or in prison?"

What does this mean for your junior Sabbath school class? Although some childish perspectives drop away, these years are a fertile time for information storage. This is the age when memorization is quick and facts are easily remembered. Bible quizzes, Bible sword drills and other Scripture contests are popular.

For more about faith development see chapter 4 of the Children's Ministries Handbook available from AdventSource.

Find more information on reaching juniors in *Children's Ministries Manual: Ideas and Techniques that Work*.



Available from AdventSource. Call 800.328.0525 or visit www.adventsource.org. Catalog #021992

Junior Sabbath School Lessons – GraceLink PowerPoints

To assist the leaders and teachers in Sabbath schools around the world, the General Conference of Seventh-day Adventists developed an Adventist curriculum called GraceLink. PowerPoints is the segment of GraceLink created especially for juniors.

Juniors are in grades five and six. Some churches have a separate class for juniors, while other churches combine them with earliteens, who are in grades seven and eight. If the earliteens have a separate class in your church, they can use the Real-Time Faith curriculum, found at www.realtimefaith.net.

The GraceLink curriculum is a Bible-based, Christ-centered series of lessons that leads children to grow spiritually and learn Seventh-day Adventist beliefs. In each lesson you will find age-appropriate activities that are fun and bring the Bible to life. Most importantly, these lessons show children how Bible stories can be applied to their lives.

One important factor for Sabbath school teachers is that these lessons allow for flexibility in the size of your group and also the amount of time that you have. This allows for small and large classes to all use the lessons effectively.

The GraceLink Sabbath school lessons provide total time teaching where every activity focuses on the central message of the Sabbath school lesson for that day. This allows for children to learn the same lesson many different ways (see more on this in How Children Learn).

All of the lessons in the GraceLink curriculum focus on one of the following themes:

- *God loves us and sent His Son to die in our place so we can live forever with Him.*
- *Our response to God's love is that we love Him, too. We show this by worshipping Him.*
- *We love the people around us, too – family, church family and friends.*
- *We serve people who may not know and love Jesus and give them an invitation to be a part of the family of God.*

These four themes are the pillars that will help each child incorporate Seventh-day Adventist beliefs into their lives as they grow in their Christian experience.

Much More Online

Find Sabbath school curriculum resources, puzzles, music, PowerPoint® presentations, materials list, discussion and more at www.gracelink.net

You will want to order a teacher's guide for each adult leader and a student Bible study guide for each child in your Sabbath school class. Don't forget to order Junior Guide take-home papers also! Order directly from your Adventist Book Center or ask your church secretary to place an order using the Standing Quarterly Order Form each quarter.

Additionally, the planners of GraceLink have followed an overall plan which makes sure that all of the major Bible stories are taught (some of them more than once) as the child moves from one division to the next.

Why were these Bible stories chosen?

Some leaders want to know why the lessons are not taught in chronological order. These stories were chosen so children would spend more weeks in the year learning about Jesus and His birth, life, death and resurrection than about any other Bible story. As you review the curriculum, you will see that every year during the Christmas and Easter seasons each Sabbath school division studies the birth and then the death and resurrection of Jesus. While many Adventists choose not to make a big deal of celebrating Christmas or Easter, these seasons present a “teachable moment” when much of society is focused on spiritual things. It means that each year, parents and Sabbath school teachers can take advantage of these times to focus children’s attention on what the Bible says about these all-important events.

What about the memory verse?

Remember when children came to Sabbath school ready to recite their memory verse and answer questions about the lessons? Now the lesson and memory verse are introduced in Sabbath school and children review the lesson every day during the week. Here is why:

- 1) When children were expected to come prepared, teachers expressed concern that often only one or two children in a class would know the Bible story and others not at all. It was difficult to teach so every child was involved. When the lesson is first taught at church, all the children are at the same place. As you teach the lesson, you can encourage kids to study more about it during the week and to share what they learn with the whole family.
- 2) This model also challenges parents to personal prayer and Bible study as a way to stay close to Jesus and to model this to their children. Teachers still ask how many times children studied the lesson and record their responses, not in order to reward them, but to chart their progress. After a while children will begin to study for themselves. Encourage them to increase their study.

When using GraceLink PowerPoints, keep a few things in mind:

- More material is provided than you can use in one Sabbath. Choose what you are most comfortable with and don’t try to cram it all in.
- When a suggested activity doesn’t work for you, change to one that does and still teaches the same lesson.
- Use vocabulary they can understand. Explain the meaning of new words.
- Even juniors may have difficulty with reading. Don’t expect them to read long passages. Choose a Bible version that is easy for them to understand.
- Juniors enjoy more details than younger children. They enjoy action in the storyteller and even telling the story themselves.

We want to teach young people about sharing and mission. Juniors can be enthusiastic about getting involved in both local and foreign missions. Encouragement to become missionaries when they grow older begins by involving them in local mission activities such as nursing home visitation, preparing and delivering food baskets, etc. Don't miss this opportunity to teach juniors to focus outward.

Juniors are into fairness and rules. It is vital to help them understand grace and how it applies to their lives. This is the time to encourage them to surrender their lives to Jesus and join baptismal classes. Never pressure, bribe or coerce a young person into this decision. The Holy Spirit must do the convincing – not their peers.

A Guide for Evaluating Non-Adventist Resources

It is recommended that you begin with GraceLink PowerPoints, the only Adventist curriculum for juniors, and use other materials to enhance its use. As you examine other materials, here are some questions to consider:

- Is the material Bible-based?
- Is it Christ-centered and doctrinally sound?
- Does it reinforce spiritual growth?
- Is it attractive, fun, and does it make the Bible come alive?
- Can it be applied to a child's life today?
- Is it age appropriate?
- Is it well organized yet flexible?
- Does it actively involve children?
- Is it consistent with Adventist beliefs?

If you are not using GraceLink PowerPoints or are considering a change to a different curriculum it would be best to get approval from your children's ministries committee or the church board. This will protect you from potential problems that can come from using materials that do not agree with the fundamental beliefs of the Seventh-day Adventist Church.

Last-Minute Planners

If you sometimes find yourself on a Friday evening with nothing ready for your Sabbath program, GraceLink's Sabbath school curriculum is the answer.

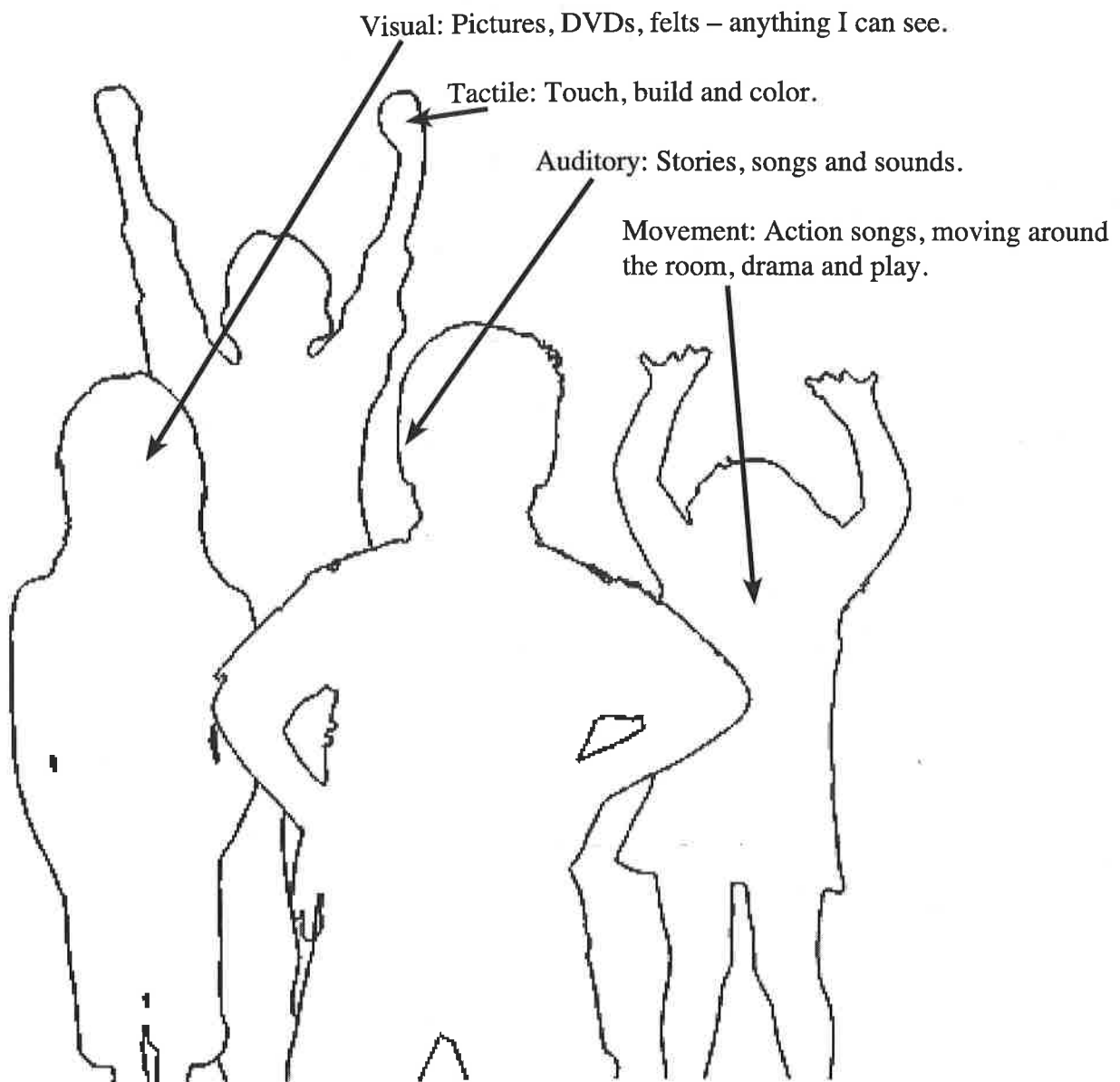
If you set up your department in advance with the basic program supplies, all you need to do is grab your teacher's guide and find the parts you can do easily. It's all written out for you – even what to say.

If you can turn yourself into a long-range planner, look ahead to see what is needed. Purchase or prepare it at the beginning of the quarter. Then all you need to do is pick it up and go.

If you're not quite that organized yet, ask someone in the church to be your partner. They may not want to get up front but they can have everything ready for you to do.

How Children Learn

The children in your junior Sabbath school class learn through exploring and using all of their senses. Here are some ideas that will help you reach all the children in your class.



For more information about learning read *Children's Ministries Manual: Ideas and Techniques that Work*, chapter 6, page 65.

Learning Styles

Educational research has determined that we each prefer a particular style of learning. These learning styles demonstrate themselves in children at a very young age and teachers need to make sure they allow for children to learn in multiple ways. Here are some ideas on how the children in your Sabbath school class learn.

Dynamic

Experiential learner, creative and a leader
 Results-oriented
 Insists on doing it their way; will take risks
 Needs action and involvement
 Lots of ideas on how to do something differently

Application

Likes dramatics
 Likes to produce creative projects
 Enjoys real life simulations
 Case studies – reflective thinking

Innovative

Wants to know why they need to learn something
 Good imaginations
 People-oriented, likes to be affirmed, likes to talk
 Sociable, wants everyone to be happy and win

Application

Likes to do arts and crafts
 Enters into small group discussions
 Enjoys role play and drama
 May be the conscience for the group

Common Sense

Likes to immediately use what they learn
 Not interested in details
 Likes to make choices
 Wants to get involved
 Good at problem solving

Application

Enjoys crafts
 Role playing involving the application of the lesson
 Enjoys debates and experiments
 Likes to write and plan

Analytic

Likes to know facts and details
 Likes to have things done in the same order
 Likes things organized
 Likes to study

Application

Demonstrations
 Competitions
 Quizzes and puzzles
 Discussions

Attracting Children to Your Room

Sit down and take a good look at your room. If you were a junior, would you like to be there? Is it warm and inviting? Is it interesting? Do you feel safe and comfortable or shy and nervous about being there? Does it make learning fun? Does it convey positive spiritual messages? It's important to assess these questions.

Number one on the list – is your room clean and orderly? Even the smallest, darkest room in the lowest level of the church can be made attractive with light colors, cleanliness and neatness.

Next, look at the chairs. Are they set up like a school classroom? While it isn't necessary to make the room look like their living room at home, adding carpet squares (if the floor is bare) or carpet can make the environment more casual and welcoming. Placing the chairs in a circle is more conducive to discussion and eliminates pranks by those sitting behind.

Let the juniors help with your plans. They will probably need your supervision to get the job done, but they will appreciate it and learn from it if they do it themselves. It will also give those with artistic talent the freedom to express it.

Simple Discipline Techniques

If you are new to junior leadership, be prepared to be flexible from the beginning. Don't expect total silence or for the kids to only speak when spoken to. Determine in the beginning how much noise is tolerable. Role play, crafts and activities are going to create a certain amount of noise. It may be wise to invest in a noise patroller. When the noise exceeds an acceptable level, a red light flashes. Be reasonable in your limits. Children learn best by being involved. Involvement means movement and a modicum of noise.

Some discipline problems may be attributed to your students' maturity level. Feelings and emotions run high in young people approaching puberty. Respecting the highs and lows of this age does not mean tolerating unacceptable behavior toward adults or other classmates. Teaching godly respect for others in their classroom environment is an important part of junior leadership.

As a leader you need to:

- Stay calm, cool and collected no matter what. Keep your voice down and the level of your shock inside. In other words, expect anything but don't allow the student control when they use shock tactics. If they find out how to push your buttons, they will.
- Prepare a short handout of guidelines for helpers to help them know what to do in trying situations. Encourage them to quietly and unobtrusively intervene rather than depend on the leader to do it in front of the group.
- Establish a few basic rules that are easy to follow. Kids love to help make the rules and will also help enforce them.
- Physical and verbal attacks are always inappropriate and should never be used as discipline.

Children can be aggressive. If you have an aggressive young person in your classroom, try the following ways to stop the behavior:

- Act immediately. Remove them from the situation as a last resort. Say to the perpetrator, "That is not acceptable. It (hurts, annoys, disrupts, etc.) the rest of the class."
- Unobtrusively place a quiet hand on the junior who is disrupting.
- Empathize with the feelings a junior may be experiencing. Verbally express such things as, "You're angry, sad, frustrated," etc.
- Have helpers keep an eye out for potential situations and stop them before they escalate.
- Keep the program moving. Don't exhaust their attention span. Keep them involved.

There are many good books on the market to help you in this area. Consult your local Adventist Book Center.

Ministering to Parents

By the time kids are in juniors, parents no longer stay in their children's classes throughout the Sabbath school hour. However, you can still look for ways to minister to the parents of your students. Here are some ideas to consider:

- Help parents know how to find a few minutes a day to minister to their child spiritually.
- Encourage them to attend a Sabbath school class or small group where they can share with the group. There they can brainstorm how to help in specific situations. (Be sure there's such a class available, led by a loving, accepting, grace-oriented leader.)
- Share a short, encouraging book or article.
- Encourage them to attend a class or study on Jesus and how He met people's needs. Plan a class they would be interested in attending during the week. Let them work out the time and place.
- Help them with parenting problems and skills by offering parenting classes.
- Consider hosting a family night out where you supply a light supper, offer homework tutoring for the kids and a short program that interests the parents.

Most importantly, be sure whatever you plan interests them and meets their needs – not what you perceive as their needs. Make sure it encourages them to get through another week and helps them learn how to rely on Jesus.

Parenting Newsletter

In each issue of ADVENTIST PARENTING you will find addressed issues of family faith and practical advice by age category to help you raise confident, God-centered kids. ADVENTIST PARENTING also points you to resources to help answer your questions about topics such as instilling values like honesty and kindness, building your child's self-esteem, developing your child's relationship with Jesus, and discipline, as well as uniquely Adventist topics such as making Sabbath fun for you and your child. Sign up at www.adventistparenting.org

Volunteers – The Key to Success

Recruiting Volunteers

- Approach the potential volunteer in an appropriate place at an appropriated time.
 - Never between church services
 - Ask when and where it would be convenient to meet
 - If you choose calling, ask when would be a good time
- Approach prospective volunteers in a kind, positive manner.
- Provide a printed job description.
- Explain the benefits of volunteering in the junior department.
- Pray with the person. They need to feel God has called them and He will bless in the work they do.
- Allow them total freedom in the decision to join your team.

Who Do You Recruit?

- Find members who have children's work at heart. Ask them to pray for your department.
- Select people who have had experience working with children. Ask them to pray for your search and then with a specific volunteer.
- Encourage current workers to recruit helpers who love working with children. Groom them as future volunteers.
- Inspire adult Sabbath school classes to adopt or sponsor "missionaries" to the children's division.
- Be creative in your search. Don't forget youth and seniors.
- Ask the nominating committee to consult the children's division leader before appointing leaders in the department.

Join the Adventist Children's
Ministries Association for
networking, ideas and a
members-only newsletter.
www.acma-online.org



Retaining Volunteers

Retaining volunteers doesn't happen by accident. You must plan carefully. Show workers that you care about their efforts.

- Ask how things are going and what needs they have.
- Hold a dedication service that includes both volunteers and their prayer partners.
- Find substitute leaders and teachers who will work in an emergency so volunteers won't have to worry if they need to be absent.
- Visit volunteers at home so they know you really care. Do a kind deed.
- Put up a bulletin board in the hall and display pictures of volunteers.

In-service education also helps hold volunteers. People like to feel that they're growing. Here are a few suggestions:

- Volunteers expect that meetings will benefit them, and want to be involved in the planning.
- Be respectful of their time by beginning on time, ending on time and keeping it relevant.
- Use humor, energy, creative touches and involvement.
- Begin programs with ice-breaker techniques to relax those who attend.
- Make it spiritual in nature as well as educational.
- Present methods that will improve skills.
- Teach them how to meet the needs of children.
- Retain the church's shared vision as the center of child training.

Recruiting and holding volunteers in the junior 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 want to stay, and others will count it a privilege to join.

Guidelines for Volunteers

Because our society is filled with pain, problems and litigation 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 – to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Photocopy the following page for each helper in your division. Make it into a poster to display in your classroom.

Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a volunteer 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; it is also a deep responsibility that must be handled with utmost care. If you suspect a problem, consult with the children's ministries coordinator before moving forward.

12 Tips for Keeping Volunteers

- Start them slow – immerse them in your vision
- Be a model – be real and transparent
- Build trust – believe in them
- Invest your time in them – be a coach – encourage them
- Ask for commitment – check on them systematically
- Set goals for growth
- Supply the tools they need – conduct regular equipping meetings
- Communicate on a regular basis
- Care enough to confront
- Ask for ideas and opinions when appropriate
- Thank them
- Give them someone to work with

Adapted from "Volunteers that Stick" by Jim Wideman, *Ministry Today*, Jan./Feb. 2008

An Important Message for Adults in Junior Sabbath School

- 1. Never leave children you are responsible for unattended. Provide adequate supervision at all times, no matter what.**
- 2. Never be the only adult serving as a volunteer. Always have at least one other person present.**
- 3. Always ask a child's permission before touching him or 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 shorts. If an injury is within this area, make sure another adult works with you as you provide care.**
- 4. Kids need to be touched appropriately. However, keep hugs brief and shoulder-to-shoulder or side-to-side. Always keep your hands at (not below) the shoulder level.**
- 5. If the door to the classroom does not have glass in or around it, the door should be left open so the teacher is in full view.**
- 6. Never transport young people to and from home or events without another person with you.**
- 7. If you take your group on overnight outings, it is required that a background check be done on all adults going with you.**

Planning Your Budget

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

Steps to Creating Your Budget

1. Consider the needs.

Look at departments' goals

Inventory what you already have

Determine your additional needs

Consult your GraceLink teacher's guide supply list for help

Prioritize your immediate and long-range needs

Identify your categories of needs:

- Curriculum
- Books and other resources
- Printing and photocopying
- Supplies and other materials
- Equipment

2. Discuss the budget with the children's ministries coordinator and committee.

4. If you need to reduce your budget, ask yourself these questions:

Can we accomplish the same goal less expensively?

Is this purchase vital to our ministry vision?

Is the timing right for this purchase or expense?

Have we done all we can to justify this expense?

Are we willing to bend on this purchase?

How might we raise additional money to accomplish our vision?

4. Evaluate and adjust your budget on a regular basis.

Building a Calendar

Communication is important to the success of your junior department. Keeping everyone informed helps avoid conflict between other church programs, leaders and parents. A monthly calendar keeps everyone informed of what is going to happen, when and where.

When planning your calendar, consider other events in your church or conference that may impact your division. Include these in your finished calendar. Be sure to coordinate with your church's Pathfinder leader when creating your schedule. Many of your juniors are probably also in Pathfinders. Consider the following possibilities:

January Craft day	February TV Turnoff Week	March Worldwide Day of Prayer for Children at Risk
April Training seminars – in-house and conference-sponsored	May Children's church	June Camp meeting
July Family nature camp/retreat	August Children's prayer group	September Community projects Church evangelistic meetings
October Children's Sabbath	November Parenting seminar	December Holiday programs

You may want to ask the juniors to help design and produce the calendar.

Get Started!

We hope this Quick Start Guide has provided you with a good starting point for your junior Sabbath school class. You are part of the Master's plan! Remember that God has a plan for you and each of the juniors that will be touched by your ministry.

Resources

Children's Ministries Manual: Ideas and Techniques that Work (also available in Spanish and French). Quantity discounts are available (catalog #021992). For a complete listing of children's ministries resources visit *AdventSource* at www.adventsource.org. You can place your order or request a catalog by calling 800.328.0525.

The **Adventist Book Center** offers magazines, **GraceLink** materials, books and much more. Visit www.adventistbookcenter.com or call 800.765.6955 to reach the ABC that is closest to you.

Join the **Adventist Children's Ministry Association** and receive of benefits such as a newsletter, special deals on Children's Sabbath school materials and online training. A lifetime membership only costs US\$50. To sign up go to www.acma-online.org.

Find Sabbath school programs online, answers to your questions, podcasts and everything you need to know about the **GraceLink** curriculum at www.GraceLink.net.

Sign up for the free quarterly **Children's Leader** newsletter at www.childmin.com. You'll also find a lot of great ideas on this site.

Kid's Ministry Ideas, a quarterly magazine with lots of ideas for children's Sabbath school, is available from Review and Herald at www.reviewandherald.com.

Visit the **General Conference Children's Ministries** website at www.childrensministries.gc.adventist.org. Its goal is to serve those who work with children by providing ideas, resources and information. There is also a section called "Just for Kids" with devotionals, activities and craft ideas for children.

To see events and programs that help children with special needs visit www.NathanielsHope.org.

The National Children's Ministries Agency exists to serve the local church, its pastors and laity in their pursuit of excellent ministry to the children of their church and their communities. Visit www.4kids.ag.org.

www.kidology.org aims to equip and encourage those who minister to children by providing practical training, creative teaching resources and personal consultation.

Baptismal Preparation Materials

Making Jesus My Best Friend by Claudio and Pamela Consuegra, available from *AdventSource* at www.adventsource.org or 800.328.0525. *Catalog #014050*

It's My Choice by Steve Case, available from *AdventSource* at www.adventsource.org or 800.328.0525. *Catalog #010125*

Kid Zone Bible Guides from Voice of Prophecy are available at www.vop.com.

41 Bible Studies Set by Cindy Tutsch, available from *AdventSource* at www.adventsource.org or 800-328-0525. *Catalog #602900*

Junior Sabbath School

This Quick Start Guide for Junior Sabbath School is full of important information to help you start or revitalize a ministry at your local church. This guide 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 a seasoned volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

Other Children's Ministry titles in the Quick Start Guide Series

- Children's Ministries Coordinator
- Beginner Sabbath School Leader
- Kindergarten Sabbath School Leader
- Primary Sabbath School Leader
- Earliteen Sabbath School Leader

For a complete listing of Quick Start Guide titles visit www.adventsource.org



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