



JOB TITLE: Director of Ministry with Children and their Families
MINISTRY: Children's
SUPERVISOR: Executive Pastor
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: Generally five (5) days a week including Sundays and some evenings

CHURCH OVERVIEW

First Presbyterian Church (FPC), born by grace in 1814, is Nashville's first organized Church in the city. The history of FPC is rich, and its roots are deep. We're here to bring glory to God, grow in grace together, and serve the larger community in Nashville and around the world. Compelled by the love of God in Christ, FPC has long existed for the common good of all Nashvillians. Our members build a Habitat for Humanity home yearly and house the homeless with Room in the Inn. We build churches and schools in Kenya and Rwanda, and we partner with congregations in Cuba and Jamaica. We support 38 local agencies in Nashville and have started new congregations in Middle Tennessee.

FPC is a multi-generational congregation, which we believe enriches our common life. We believe that gratitude, hospitality, and generosity are marks of mature Christian faith and can transform our church into a contagious, gospel-centered witness to the love of God.

Worship remains the engine room of all we do. We believe that God the Father, Son, and Spirit desires to encounter us in worship, leading us to transformed lives that are passionate about living out his purposes in and for the world. We thank the Lord for our large and lively campus, which is home to Oak Hill School, the Early Preschool, school-year sports ministries, and summer camps.

As Presbyterians, our identity is both "orthodox," affirming the authority of the scriptures and historic witness of the Church, and "evangelical," meaning it's our mission and privilege to share the good news of the gospel and participate in God's holy work of healing and reconciliation in the world. Our congregation is a member of the Presbyterian Church (U.S.A.) denomination.

POSITION OVERVIEW

The Ministry with Children and their Families is a vibrant and vital program within the life of First Presbyterian. This ministry oversees the daily operations of Christian formation and family activities for approximately 400 children ranging in ages from birth through sixth grade. It includes the responsibility for the Early Preschool Program, Nursery, and the Young Children and Worship Committee. It seeks a dynamic, thoughtful, and visionary leader to serve as its Director and to build upon its current success.

The ideal candidate would align with values of the Ministry with Children and their Families, where all are seen as unique children of God. God's person for this role will confess Christ preeminent in all things (Colossians 1:18) and will live a life reflecting the Lordship of Christ. The Director shall possess the right competencies and initiative to lead with excellence, and is someone who desires, above all else, to sow seeds of faith and trust in these young and precious lives.

DUTIES AND RESPONSIBILITIES

- Provides a comprehensive ministry with children and their families that fulfills the Mission Statement of the church.
 - With the Children's Ministry Committee, provides the vision and leadership for ministry with children and their families.
 - Designs and develops the Christian formation program and curriculum for children, including the Confirmation Year. With the support of the Children's Ministry Committee, shares the recruitment of volunteers across multiple generations who commit to serving these young children.
 - Develops curriculum, teaches, prepares other volunteers to teach in the Young Children & Worship Ministry, and provides worship leadership each Sunday.
 - Works with pastors and Worship & Music Ministry to plan the family Christmas Eve service. Develops children/family activities for Advent and Lent and other seasons as needed.
 - Designs, develops, and implements a children's program for third grade and younger that is integrated with the children's choirs. Works in collaboration with Adult Education and Music departments.
 - Coordinates additional child-focused programming such as Vacation Bible School, Mission Camp, and Serving Together.
 - Plans with Youth staff for the transition of Confirmation Class to the Youth Ministry.
 - Participates in planning and execution of all-church events, such as FirstFest and Fall Festival.
- Provides oversight to the Director of the Early Preschool (EP) Program ensuring regular review of program strengths while remediating areas of weakness.
 - Supervises the Director who leads the EP in all aspects including the operations and strategic direction of the program.
 - Ensures engagement with parents and EP staff that fosters a sense of community within the EP.
 - Serves as a regular Chapel leader.
- Ensures the care delivery of the church's Nursery program for babies, infants, and toddlers.
- Serves the Ministry with Children and their Families in an administrative capacity responsible for the day-to-day operations and management of assigned staff.
 - Maintains managerial responsibility for approximately five direct report staff members. In coordination with Personnel and Pastoral Staff is responsible for interviewing, selecting, supervising, and evaluating staff members.
 - Works with the FPC Finance staff to create the annual budget, and monitors spending within the department.
 - In conjunction with FPC Pastoral Staff, Human Resources, and other church leadership, creates policy and procedures that ensures the highest quality Christian education and nurture.
 - Attends regular staff meetings and appropriate committee and council meetings.

KNOWLEDGE AND SKILLS

- Biblical fluency, theological literacy in the Reformed Tradition, and a gifting and passion to share the gospel of Jesus with children and families.
- Strong leadership, strategic thinking, organizational, communication, project management, and interpersonal skills.
- Ability to interpret ministry with children and their families within the larger context of the church; capability to vision new ministries or revisions to current ministries.
- Ability to manage and direct staff.
- Clear and effective communication skills with the ability to promote teamwork.
- Empathetic leader capable of demonstrating compassion and understanding.
- Ability to work patiently and creatively with children and parents.

POSITION QUALIFICATIONS

- Evidence of a deepening walk with the Lord Jesus. Receive joyfully the biblical admonition to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18).
- Committed to joining First Presbyterian Church as an active member of Christ’s body in the world.
- Bachelor’s degree from an accredited university.
- Two or more years of experience in education, child development, or Christian education is required.
- Years of volunteering in a medium or large church setting may substitute for the experience requirement.

SUPERVISORY RESPONSIBILITIES

Supervises the Assistant Director of Ministry with Children and their Families, Director of the Early Preschool, Nursery Coordinator, and Administrative Assistant for the Children’s Ministry. Additionally, would supervise the Special Needs Coordinator and Special Needs Interns, when necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required stand and to move about; to sit for extended periods of time; to use hands to operate office equipment and to lift children or supplies up to 40 pounds; to talk and to hear when interfacing with staff, members of the congregation and others in person or on the phone. Vision within normal ranges is required to read documents, file paperwork and to use the computer.

While performing the duties of this job, the employee primarily works indoors in an office setting, but is required to walk regularly since the educational program is quite large and spread out in numerous corridors. Walking to other buildings, in any weather, would be normal, as would climbing stairs to second floor classrooms. Some overnight travel is expected for occasional retreats with children. The employee may experience elevated noise levels in the work environment as well as experience frequent interruptions during the workday that affects one’s ability to concentrate on computer tasks, phone calls or other conversations. The work necessitates being around children, babies and their caregivers, which carries with it the possibility of communicable diseases. Shopping for supplies necessitates the use of one’s personal automobile.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____