

**Children's Ministry Coordinator
2025 Job Description
First Presbyterian Church
Franklin, TN**

The Children's Ministry Coordinator (CMC) is a part-time (approximately 20-30 hours/week) employee of First Presbyterian Church and has the following qualifications and responsibilities.

Qualifications and/or Gifts Required:

- Communicates a love for God serving as a spiritual role model and cheerleader for the children and their families.
- Expresses a passion for children and their families.
- Experience collaborating with a team partnership in ministry.
- Creates a safe and nurturing environment for children and their faith development.
- Demonstrates an above average ability to communicate with children, parents, volunteers, and church staff.
- Listens to the needs of children, parents, volunteers, and staff and inspires others to contribute to the ministry's success.
- Demonstrates ability to prioritize tasks, delegate responsibilities effectively, and manage time efficiently to ensure smooth operations.
- Demonstrates understanding of need to provide age-appropriate activities and learning styles.
- Organized and self-motivated with a focus on church calendar, programs, schedules, curriculum, resources, and events.
- Bachelor's degree (preferably in children's education, human development, ministry or equivalent) desired, but not required.
- Demonstrates verified recent experience in working with children and their families.

Responsibilities:

The Children's Ministry Coordinator (CMC) will sustain and develop programming for the spiritual formation of children as we, the church, assist parents in fulfilling their calling as the primary spiritual leaders of their children. Our CMC will care deeply about the total well-being of children and will be responsible for all Children's Ministry programs and activities of FPC Franklin for ages newborn- 5th grade.

The Children's Ministry Coordinator will:

- Recruit, equip, train, and supervise Children's Ministry Adult and Student Volunteers.
- Plan, administer, and supervise all existing and future Children's Ministry Programs, which currently include:
 - Wonder Hour (our name for Children's Sunday School which is from 9-9:45AM)

- Children's Worship (worship option for 4- or 5-year-old children and those in kindergarten following the Time with the Young Church in the sanctuary and returning after the sermon)
- Wednesday Night Live Kids (Wednesday night programming)- during the school year
- Easter Egg Hunt (Saturday of Easter weekend)
- Trunk or Treat during the Fall Festival (Saturday in October)
- Resource for the Children's CE Committee including facilitating regular monthly meetings.
- Coordinate the paid Nursery staff.
- Perform Clerical and Administrative Responsibilities for Children's Ministry including (but not limited to) documenting and maintaining a record of health forms for children and background checks for adult volunteers.
- Other responsibilities include:
 - Understand and abide by all church staff policies and procedures including Child Safety Policy.
 - Initiate, advocate for, and maintain safety and security procedures for the children and their families.
 - Work collaboratively with the FPC staff by attending Tuesday staff meetings, developing other relationships with staff members, and supporting Session decisions and directives.
 - Participate in the wider life of FPC to connect with and advocate for FPC church families.
 - Assume other duties as requested.

Accountability:

This position will be accountable to the Pastor as Head of Staff and to the Session through the Administration Committee.

Time required:

Approximately 20-30 hours per week; including most Sundays for Wonder Hour and Children's Worship.

To apply, please email your resume to Catherine Olson at colson@fpcfranklin.org.