



JOB TITLE: Assistant Director for Children’s Faith Formation
MINISTRY: CHILDREN’S
SUPERVISOR: Director of Ministry with Children & Their Families
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: During regular Church office hours plus weekend and some evening/overnight work from time to time; specific days and times will be scheduled with Director.

POSITION SUMMARY: Under the general supervision of the Director of Ministry with Children & Their Families, the Assistant Director for Children’s Faith Formation is responsible for growing young disciples of Jesus Christ, ages 3-12, through ministries of faith formation for the children and for their parents. Experiences will draw children into a closer relationship with Christ and others by teaching them the way of Jesus and by creating relationships and resources to connect with parents to strengthen their connection to their children as the primary spiritual nurturers. This includes the elements of learning, knowing, and putting faith into action, thereby fulfilling the mission of the church: to know Christ, to make Him known, and exhibit His love through worship, education, and service.

POSITION DUTIES & RESPONSIBILITIES:

MINISTRY LEADERSHIP

- Serves as a worship leader for the Early Preschool Chapel and Sunday morning programming time sharing God’s Word with children and teachers.
- Designs and creates scope and sequences, identifies content, manages, implements, edits and produces parental support content of the curriculum and creative supplements for synchronous and asynchronous learning. Development of curriculum and sessions will be theologically aligned with the essential tenets of the Reformed Tradition and the Constitution of the Presbyterian Church (USA).
- Calls leaders into service, trains and empowers them to effectively share God’s Word as revealed in Jesus Christ with children for these ministry components:

FAMILY FAITH FORMATION

- **Milestone Ministry:** Designs the educational component of each of the 8 Milestones. Plans all Milestone celebration events that create space for recognizing God’s presence in the lives of family members. Plans 4th and 5th grade Milestone Retreat Celebrations. Assists as needed with the overnight Confirmation Retreat. (based on Joshua 4:6)
- Curates resources that promote and empower at-home faith formation.
- Regularly meeting, encouraging and supporting young parents as the primary spiritual nurturers of their families.

Leadership

- Focuses on the implementation and execution of Sunday morning programming and curriculum integration.
- Supports the Director of Ministry with Children & Their Families recruit, manage, train, support and appreciate volunteers serving in Children’s Ministry.

CHRISTIAN EDUCATION

- Provides year-round weekly learning opportunities for children. For virtual learning, provides learning materials in a format appropriate for video-conferencing and web-based access. (based on Deuteronomy 6: 5 - 7)

SUMMER FAITH FORMATION

- VBS: Provides a ministry of fun, learning, and faith-in-action for children ages 4-8.
- Mission Camp: Provides a ministry of loving God and serving others through service work in the local Nashville community for children ages 9-12.
- Serves as Staff Resource to the Committee for Ministry with Children and Their Families.
- Reviews and evaluates participation. Develops action plans when changes are necessary.
- Develops and uses a process for ensuring first-time guests, 3rd time visits and MIA children receive exceptional and hospitable follow up.
- Manages all logistics associated with facility usage and ensures child safety, proper ratios and facility usage per Policy and Procedures for in-person learning and events. Works closely with SFM to ensure space is set up, cleaned, and re-set. Coordinate with OHS as needed.

CHRISTIAN EDUCATION LEADER SUPPORT AND TRAINING

- Communicates with Christian Education leaders on a weekly basis to ensure they are prepared to teach the Bible lesson. Provides Biblical background, context, commentary, etc., for their preparation.
- Develops, schedules, and facilitates leader training/equipping events so that lay leaders are prepared and knowledgeable to teach God's Word and in turn, not only mature in their own faith, but effectively lead our children into a deeper, trusting relationship with Christ. This includes training leaders on using technologies, like Zoom.
- Provides exceptional support for leaders during all Faith Formation events.
- Develops and provides Leader Appreciation on a regular basis, recognizing significant events happening in their lives (death in family, illness, birth/adoption of a child, etc.) and arranging for response (meals, cards, or other appropriate caring responses).
- Ensures that support materials and resources are readily available for leaders, including scheduling TV/VCR/DVD/laptop/projector usage. Works closely with Administrative Assistant to ensure necessary supplies are ordered and areas are well-stocked.

MINISTRY PROMOTION

- Promotes the Faith Formation ministry to families and the congregation at-large by writing content for the church newsletters, E-Letters, website, etc.

KNOWLEDGE/SKILLS

- Must be motivated and self-directed; a proven strategic problem-solver and relationship manager with a results orientation.
- Ability to organize, prioritize and manage multiple projects and diverse teams of people to meet deadlines.
- Proficiency with Microsoft Office Suite.
- Aptitude for learning new technologies, like Zoom, Bitmoji, Ministry Platform (to be learned on the job).
- Keyboarding skills and operation of standard office equipment: postage meter, color copier, laminator, etc.
- Creation and management of filing systems (paper and electronic).
- Communicate clearly and effectively.
- Promote teamwork.
- Demonstrate compassion and understanding.

POSITION QUALIFICATIONS

EDUCATION: Bachelor's Degree

EXPERIENCE:

- An active, growing relationship with Jesus Christ. Knowledge of the bible, the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about the advancement of the gospel, required.
- Minimum of five years working experience a children’s faith formation ministry of a church.
- Presbyterian, with a working knowledge of the polity and program of the Presbyterian Church (USA), preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified (CCE) or Certified Associate (CACE) Christian Educator in the Presbyterian Church (USA), preferred; or willingness to begin work immediately towards such certification.
- Participation in annual Continuing Education events is required.

SUPERVISORY RESPONSIBILITIES

Provides supervision, direction and support to all volunteer staff and their activities.

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; to lift moderate weight boxes of curriculum and supplies and to pick up small children as the occasion might demand, 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. The noise level in the work environment is usually quiet to moderate, with frequent interruptions from other staff and/or members of the congregation, which may affect one’s ability to focus on computer work or concentrate on work at the desk. Other work necessitates being around children, babies and their caregivers. Exposure to communicable diseases is a factor. Shopping for supplies necessitates the use of the employee’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: _____