

Downtown Presbyterian Church, Nashville, Tennessee
Children's Education Director
Position Description

Responsibilities

The Children's Education Director is responsible for the planning, developing, and supervising of the faith formation ministry of children, youth and families of Downtown Presbyterian Church in accordance with the policies and directions of the pastor and Session.

The purpose of the faith formation ministry is to empower children and youth to better integrate faith into their daily life, with a specific focus on:

1. Establishing and deepening relationships with God and others.
2. Seeing self as a child of God.
3. Learning the stories of the Bible from a Reformed perspective.
4. Having meaningful participation in worship.
5. Sharing and living their faith through prayer, worship, and service.

Specific duties

1. Coordinate and oversee the faith formation ministry for children, youth and families. Ministries include nursery care, Sunday morning faith formation, confirmation, and special events.
2. Provide faith formation curricula in the Reformed tradition for pre-school through high school levels.
3. Order and maintain appropriate curricula and supplies. Maintain inviting learning spaces.
4. Recruit, train, and support leaders for children's and youth ministries.
5. In cooperation with the pastor, lead the message for young disciples in worship each Sunday.
6. Oversee the nursery ministry, including hiring staff, and maintaining a clean and inviting nursery space.
7. Keep abreast of and share educational needs of children, youth, and families.
8. Develop an annual budget following the budgetary guidelines set by the Session.
9. Provide communication regarding children's and youth faith formation via Sunday bulletins, newsletters, bulletin boards, Facebook Families group, and any other appropriate media.
10. Participate in presbytery education ministry programs and the Association of Presbyterian Church Educators (APCE).

Evaluation

The Children's Ministry Director is accountable to the pastor and Session. Performance reviews are conducted annually by the Pastor and Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

Qualifications

The Children's Education Director should have sufficient training and experience necessary to assist in the nurture of the life of the church. The Children's Ministry Director must have a passion for Reformed faith formation and possess the characteristics and qualities necessary for working harmoniously, effectively and confidentially with church members, the pastor and other church staff.

Hours of Employment

This is a salaried part-time position with an expectation of 20 hours per week. The Children's Education Director must be present at the church on Sunday mornings for Sunday School and worship. At least one weekday meeting with the Pastor and staff is also required. Other time may be spent at the church or off-site as needed.

Compensation

Commensurate with experience. Health insurance is provided or, if declined, those funds can be added to salary.

Benefits

The standard Downtown Presbyterian Church benefit package for part-time employees as per the DPC Employee Handbook is offered. These benefits are subject to continued employment by the church and applicable policies and procedures, which may be modified by the church at its discretion during the term of your employment. Part-time employees working at least 20 hours per week are eligible for the following:

- Flexible work hours,
- Professional development, including book allowance and membership in The Association of Presbyterian Church Educators,
- Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee,
- Jury duty pay (to be addressed on a case-by-case basis),
- Salary increases,
- Two (2) weeks' paid vacation and sick pay in proportion to hours worked each week,
- Workers' Compensation,
- Social Security participation,
- Medical insurance through the Presbyterian Church (U.S.A.) Pension and Benefits plan, and
- Pension contribution through the Presbyterian Church (U.S.A.) Pension and Benefits Plan.

Background Check

A successful completion of a background investigation is required.

To inquire about this position, e-mail Dena Swoner (info@dpchurch.com) or Tom Byl (tdbyl@yahoo.com).