



FIRST PRESBYTERIAN CHURCH FRANKLIN

Job Title: Coordinator of Children & Family Ministry

Location: First Presbyterian Church PC(USA), Franklin, TN

Reports To: Senior Interim Pastor

Works Closely With: Director of Youth Ministry, Church Staff, Children's Ministry Volunteers

About First Presbyterian Franklin

First Presbyterian Church, Franklin (FPC), is located in Franklin, Tennessee, just 19 miles from downtown Nashville. Though we are currently in a time of pastoral transition, for more than 200 years, the church has been, and continues to be, an actively engaged and respected part of the Franklin community. Deeply committed to our stated mission of *Responding to God's grace through worship, study, and service*, the congregation is energetic, inclusive and works constantly to be an authentic expression of Christ in the world. Grounded in the Reformed tradition, we also work to develop and deliver a wide range of learning opportunities for members and guests to encourage questions, foster a passion for the Bible, and instill a desire to grow in faith at every stage of life. We especially value learning from each other through intergenerational learning opportunities.

Position Summary

The Coordinator of Children & Family Ministry is a part-time position that provides leadership, vision, and coordination for ministries serving children (birth through 5th grade) and their families. This role focuses on building meaningful relationships; fostering spiritual growth in Christ; and cultivating a vibrant, welcoming, and joyful Christian environment. The Coordinator works collaboratively with staff, volunteers, and church leadership to develop and sustain a thriving children and family ministry within the life of the church.

Ministry Expectations

- Develop authentic, Christ-centered relationships with children and their families, nurturing their faith formation and engagement in the life of the church.
- Foster a culture of connection between families in order to build relationships with one another.
- Build and sustain an effective educational ministry that supports children's spiritual growth and discipleship.
- Demonstrate strong organizational and administrative skills in planning, coordination, and implementation of ministry programs for children and their families.

- Identify and cultivate the gifts of church members to form strong volunteer teaching and leadership teams.
 - Foster a network of caring Christian adults to support each child and their family through meaningful relationships.
 - Collaborate with church staff to create a joyful, welcoming, and engaging Christian atmosphere across all educational programs.
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Specific Responsibilities

- Develop relationships with children and their families that nurture their relationship with Jesus Christ.
 - Assist the Christian Education Committee and the Children's Ministry Team with review, selection, and evaluation of children's ministry curriculum that aligns with Reformed theology and the teachings of the Presbyterian Church (U.S.A.), ensuring materials are age-appropriate, theologically sound, and supportive of the church's mission for faith formation.
 - Recruit, train, and support volunteers to serve as teachers and leaders for Sunday School, Children's Worship, and Wednesday Night programming.
 - In conjunction with appropriate church staff and volunteers, program and participate in intergenerational events (e.g., Advent Workshop, Fall Festival), to encourage family and congregational involvement.
 - Communicate regularly and effectively with parents and children (as appropriate) regarding ministry programs, events, and opportunities.
 - Ensure all policies and procedures outlined in the church's Child, Youth, and Vulnerable Adult Safety Policy are clearly understood and consistently followed.
 - Serve as staff liaison to the Children's Ministry Team, providing leadership, coordination, and support.
 - Lead "Time with the Young Church" during worship, as scheduled in coordination with the Interim Pastor.
 - Support the Director of Music to engage children in the church's music ministry as part of on Sunday morning programming.
 - Collaborate with church staff and Session to assess ministry needs, evaluate effectiveness, and plan for continued growth and success.
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Qualifications

- Bachelor's degree required, preferably in Christian Education, Ministry, Theology, Child Development, or a related field.
- A strong and active Christian faith, with a commitment to the mission and theology of the Presbyterian Church (USA).
- Experience working with children and families in a ministry, educational, or related setting.
- Demonstrated ability to recruit, train, and support volunteers.
- Strong interpersonal, organizational, and communication skills.
- Ability to collaborate effectively with staff, church leadership, and volunteers.
- Commitment to maintaining a safe and nurturing environment for all children and families

Work Schedule

This position will be part time, requiring regular Sunday morning availability and participation in Wednesday evening programming during the school year and special events per the church calendar. Preference is for in-person attendance at staff meetings held during the weekday with virtual availability as needed. Expected range is 20-30 hours weekly with flexibility in hours anticipated based on the church calendar.

Compensation

The compensation package will vary according to the candidate's experience and education. The minimum effective salary is \$31,000 annually. Individual benefits include term life and long-term disability, and the option to self-pay for dental, vision, supplemental death, and contribute to a 403b.

How to Apply

Interested candidates are invited to apply by sharing a resume and cover letter with Catherine Olson at colson@fpcfranklin.org.