

Director of Christian Education
2025 Job Description
First Presbyterian Church, Franklin, TN

The Director of Christian Education (DCE) is a full-time (approximately 40 hours/week) employee of First Presbyterian Church with the following responsibilities:

Overview: The DCE oversees the ministry that seeks to help all ages in the church make steps toward deeper maturity in Christ.

Accountability: Accountable to the pastor as Head of Staff in consultation with appropriate committees and staff.

Relationships: The DCE will work with the Session through Appropriate committees and staff.

Responsibilities:

- General supervision of the Christian Education programs at FPC Franklin.
- Oversee the process for selecting curriculum for the church and communicating with the Session through the CE Committees for approval for programs as follows.
 - Children's Wonder Hour (our name for Sunday School)
 - In coordination with the Children's CE Committee, recruit and provide support for leaders/teachers for children's classes
 - Provide approved curriculum for each class
 - Provide teacher/leader training
 - Adult Sunday School
 - Women's Studies
 - Men's Studies
 - For each of the above adult programs, provide approved curriculum and resources
 - Support teachers with extra resources and encouragement
 - Provide teacher/leader training
- Oversee Wonder Hour (Sunday School), which is from 9-9:45 AM every Sunday.
 - In coordination with the Children's CE Committee, recruit and provide support for leaders/teachers for children's classes
 - Provide approved curriculum and resources for each class
 - Support teachers with extra resources and encouragement
- Provide teacher/leader training as needed, administer, and supervise our Children's Worship (an option for children 4 years old – Kindergarten during the sermon)
 - Recruit volunteers to lead Children's Worship
- Plan, administer, and supervise Wednesday Night Live Kids (Wednesday night programming) and extraordinary events during the school year, such as:
 - Advent Workshop

- Easter Egg Hunt (Saturday of Easter weekend)
 - Trunk or Treat during the Fall Festival (Saturday in October)
- Collaborate with the Mission Committee on local service projects for all ages
- Publicize educational ministry items through weekly and monthly communications
- Resource and plan the monthly Adult +55 events
- Work with the Head of Staff to provide an annual “Introduction to Communion” class for elementary and preschool children
- Present “3rd Grade Bibles” in a worship service on Rally Day
- Manage the paid Nursery Coordinators
- 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
- Oversee the Children’s church library in classroom 101
- In coordination with the Director of Youth Ministries, ensure that all volunteers and paid staff are informed of the church’s Child Protection Policy and secure signatures on all forms, and secure new or updated background checks for adults working with our children, youth, and vulnerable adults
- Other responsibilities include:
 - Acolyte recruitment and training
 - 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 broader life of FPC to connect with and advocate for FPC church families.
 - Assume other duties as required

Note: While the above-listed description provides a general overview of current practices and programs within FPC’s program life, the DCE is encouraged to bring creativity, insight, and interests to the educational life of FPC.