

Christ Presbyterian Church Job Description  
Associate Director of Kids Ministry – Cool Springs Location

**POSITION PURPOSE:** To provide leadership and support in the Kids' Ministry and administration needs of Christ Presbyterian Church, Cool Springs to broaden the reach of the church and support the overall mission.

**POSITION HELD BY:** Vacant

**SUPERVISES:** Volunteers and childcare workers

**DIRECT REPORT:** Lead Pastor

**POSITION OUTCOMES/EXPECTATIONS:**

- Provides a safe environment for all children in the program
- Develops and implements vision and strategies for building a thriving kids ministry in a growing congregation
- Builds a volunteer base sufficient to the needs of the congregation
- Trains, equips, and cares for the overall morale of an always-growing volunteer team
- Attends regular meetings with Ministry Director for tactical support and strategy
- Ensures nursery and childcare rooms are adequately staffed with paid workers and volunteers
- Makes an effort to get to know families in the ministry and be a resource for them in their child's spiritual development and walk with the Lord
- Ensures hospitality for children and families is welcoming and to the standards of Christ Presbyterian Church in maintaining a welcoming and hospitable environment for our children and families to thrive
- Keeps the attendance database updated with correct attendance information for children's ministry and family contact information
- Plans and executes events for kids and families
- Manages Kids Ministry budget, under the oversight of Pastor of Cool Springs
- Maintains weekly attendance, new visitor follow-up, and documentation of care processes for Cool Springs congregation
- Oversees the daily and weekly operations of the Cool Springs Kids Ministry and provides direct oversight to volunteers and paid workers
- Implements and/or revises a curriculum strategy that both coordinates with other Christ Presbyterian location Kids Ministries and contextualizes for the needs of kids and families at the Cool Springs location
- Develops and leads a Kids Ministry Volunteer Leadership Team which consists of adults who commit to consistently serving and advising the Kids Ministry at Christ Presbyterian Church, Cool Springs
- Serves and assists the Cool Springs Pastor and Ministry Director in administrative and strategic initiatives and events and event planning
- Contributes to team meetings and site-specific discussion and strategic efforts

**SUPERVISORY RESPONSIBILITIES**

- Oversees all Kids volunteers and paid workers, ensuring that training, support, and accountability are provided in such a way as to benefit all parties and provide hospitable and safe environments for all children

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- Partners with the Kids Ministries at other locations of CPC to mutually update, resource, and collaborate on events, curriculum editing and/or changes, and new initiatives
- Takes ultimate responsibility for any tasks necessary for the successful implementation of regular Kids programming at CPC Cool Springs, under the guidance of the Cool Springs Ministry Director

**Universal/Shared Christ Presbyterian Church Staff Member Job Description**

All Christ Presbyterian Church team members participate in the following “shared job description,” designed to focus on our shared vision as a team. The functional aim is to build easily and at-all-times-accessible on-ramps for both long-time and new Christ Presbyterian Church members/attendees, as follows:

Worship...

1. Contribute to increased traffic of non-churched Nashville residents (chiefly non-Christians, de-churched people, and new residents) into Christ Presbyterian Church corporate worship services.
2. Shepherd Christ Presbyterian Church members and attendees to increase the frequency of their Sunday worship attendance and engagement.
3. Contribute to increased engagement of members and regular attendees in private worship involving near-daily Bible reading and prayer.

Connect...

1. Contribute to increased numbers and percentages of members/regular attendees who are meaningfully engaged (connecting at least 2x per month) in a smaller community within the church. Involvement in Learning Groups, Connect Groups, and Ministry Teams are to be especially emphasized.

Serve...

1. Contribute to the increase of regular member/attendee involvement and volunteerism in the church, especially on Sunday mornings and within your ministry area—thereby strengthening Christ Presbyterian Church as a “staff led, volunteer run” church.
2. Help all members/attendees under your influence to engage meaningfully and enthusiastically in all-church parties, all-church outreach initiatives, etc.
3. Through regular pursuit, recruiting, and equipping, contribute to the continual growth of Christ Presbyterian Church’s volunteer servant pool—always aiming to “turn strangers into friends, friends into family, and family into empowered servants and leaders.”

**QUALIFICATIONS AND REQUIREMENTS:**

Education

- Bachelor’s degree required

Experience

- At least one year of ministry experience preferred
- Classroom management experience preferred
- Volunteer recruiting and care experience preferred
- Children’s ministry experience highly valued

Skills, Abilities and Attributes

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- Professional interpersonal skills suited for a healthy collaborative environment
- Strong written and verbal communication skills
- Understand systems of efficiency
- Volunteer management
- Microsoft Word, Microsoft Excel, Google Drive, Google calendar
- Strong time management skills
- Excellent organizational skills
- Enthusiastically affirm Christ Presbyterian Church’s mission and vision
- Strong ability to multi-task and manage competing priorities
- Plan and execute major projects and events
- Maintain healthy relationships in high intensity situations

Requirements

- Membership at Christ Presbyterian Church will be required
- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, Christ Presbyterian Church Policies and Procedures Manual, Christ Presbyterian Church 101, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

**SIGNATURES AND APPROVALS**

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| Employee Signature | Date |
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| Administrator Signature | Date |
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