**East Brentwood Presbyterian Church**

**Job Posting**

**COORDINATOR OF CHILDREN AND FAMILIES’ MINISTRIES**

East Brentwood Presbyterian Church (EBPC) is a mid-sized PCUSA church on one of the most accessible corners in Brentwood, TN, with a three-star preschool, East Brentwood Children’s Academy (EBCA), for ages two through five. Founded in 1988 (preschool formed in 1999) EBPC has thrived during recent challenges, with increased participation through innovative programming, investing in software and equipment, and building an online presence including a weekly podcast, growing our commitment to mission and service as an integrated part of our ministries, and continuing to provide top quality education through our Children’s Academy.

The Coordinator of Children and Families’ Ministries will create and maintain dynamic Christian education learning programs for children while engaging and building relationships with their families. Working with a team of volunteers, and in coordination with church staff, s/he will lead a ministry that provides understanding and connection to our faith foundations while encouraging spiritual growth and a commitment to external Mission work.

**ESSENTIAL DUTIES OR RESPONSIBILITIES:**

1. **Relationship Building:**

* Engage congregation and community children and their families to build relationships and participate in all aspects of congregational life
* Accompany children as they grow in faith through direct instruction, modeling, and the encouragement of key faith practices such as worship, study of scripture, service/mission, giving and prayer
* Encourage children and family participation in worship assistance, community service, and church leadership roles

1. **Faith Formation**

* Partner with the Christian Education Team/volunteers to provide long-range planning, curriculum, active direction, oversight, and coordination of year-round children and family faith formation programing such as Sunday School, the Children’s Message on Sunday morning, and VBS or summer activities
* Plan and help to implement inter-generational events with staff and other volunteers
* Maintain personal growth, education, and connectionism by participating in continuing educational opportunities offered by the Presbyterian Church U.S.A. and other church affiliates
* Align with External Care Ministry goals for the Church through mission and service educational programming and church life events

1. **EBCA Connection and Support**

* Serve as liaison between the church and the EBCA by serving on the EBCA Advisory Committee, meeting at least twice a month with the EBCA Director to ensure coordination
* Serve as Chaplain to EBCA (up to 6 hours per week) linking service opportunities with EBPC and EBCA
* Engage EBCA families to encourage greater participation of offerings at EBPC (worship, fellowship, mission)

1. **Organization and Outreach**
   * Meet weekly with the pastor, staff, EBCA Director, and volunteers to coordinate faith formation
   * Provide monthly update on ministry programming activities through the newsletter and to the Pastor, who will provide updates to Session
   * Network with other area staff and volunteers to plan joint activities
   * Publicize events
   * Ensure that all first-time visitors with children receive an exceptional welcome and timely follow-up
   * Meet with families of children in the Fall to welcome new members and relay schedule, forms, and policies
   * Recruit and empower lay leaders to assist with faith formation programming
   * Prepare an annual budget for these ministries
   * Ensure that the EBPC Child Abuse Prevention Policy is followed with all volunteer recruiting and in the execution of programs

**KNOWLEDGE/EDUCATION, EXPERIENCE, AND QUALITIES REQUIRED**

* An AA Degree required, Bachelor’s Degree or equivalent experience preferred, preferably in Christian Education or a related area
* Demonstrated experience in providing education in a church context is preferred, but not required.
* Top candidates will exhibit flexibility in a dynamic environment, and demonstrate a positive, open and collaborative attitude
* Experience in teaching, communications, transformational church work, community building, and volunteer support is a plus

**COMPENSATION, CLASSIFICATION AND SCHEDULE**

* The Coordinator of Children and Families’ Ministries will be a Part Time, Regular employee, classified as non-exempt and paid on an hourly basis of $23 - 25/hr.
* This position is scheduled for 8 -12 hours per week, 52 weeks per year with two weeks of equivalent PTO. The CCFM will work a schedule that includes attending Sunday services at least twice monthly. The remaining hours during the week will include a weekly staff meeting, which can be attended via zoom, and other family gatherings in the evening or on weekends. The timing of these may vary but will be planned in advance.

**Send Resumes to:**

**Office Manager at** [**office@ebpctn.com**](mailto:office@ebpctn.com)

**East Brentwood Presbyterian Church**

**9000 Concord Road**

**Brentwood, TN 37027**