



Second Presbyterian Church (2PC), Nashville, Tennessee, is seeking an energetic and experienced Director of Children's Ministry to join our team.

## SUMMARY

The **Director of Children's Ministry** will work collaboratively with the Pastor and Head of Staff, the Children's and Youth Committee, and other members of the congregation and staff to plan and implement a comprehensive program for children that includes worship, study, fellowship, service and other experiences that guide children as they grow in faith and with the church. The position is also responsible for oversight of the nursery.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Children's Ministry:

- Select annual curriculum for Sunday School programming for Pre-K through 5th grade, purchase necessary supplies, recruit and train Sunday School teachers, and ensure effective implementation of classes.
- Plan and implement faith formation opportunities for Pre-K through 5th grade (e.g., Bible Buddies programming during adult worship).
- Provide Children's Sermons three times a month.
- Work with pastor, music director, and committee to plan, lead, organize, and implement engaging opportunities for leadership and active participation of children in worship services, including the Christmas Pageant and Children's Sabbath.
- Plan and lead children activities for church-wide events, including Genesis Sunday and the All Church Retreat.
- Recruit volunteers and provide ongoing training to ensure that volunteers are effective and informed about child safety and ministry goals, ensuring that all programs comply with safety standards and child protection policies. This includes background checks for volunteers, emergency procedures, and safe environment practices.
- Develop and nurture relationships with children and families on a regular basis and provide support as appropriate.
- Regularly communicate with parents and caregivers using various communication tools (e.g. social media, texts, e-blasts, worship announcements) so that children, parents and the congregation are informed and engaged with the Children's Ministry.
- Recommend new opportunities and programming for children.
- Attend monthly Children's and Youth Committee meetings.
- Attend weekly staff meetings.
- Develop and maintain various databases (e.g., volunteers for Bible Buddies and Sunday school teachers, volunteer clearances in accordance with the Safe Church Policy, safety and emergency forms for children).
- Assist the Children and Youth and Finance committees with annual budget preparation and monitor related budget and expense accounts.

### Nursery Care:

- Oversee nursery care for children from infancy through 3 years of age during weekly Sunday services and the Christian Education hour, as well as special services and events.
- Recruit, interview and hire nursery workers, involving at least one member of the Children's and Youth Committee and the Personnel Committee, and provide effective supervision of nursery workers.
- Abide by all requirements stipulated by law and 2PC for childcare, ensuring appropriate worker-to-child ratios.
- Provide ongoing training and support for nursery workers.
- Order and stock adequate inventory of nursery supplies.

## QUALIFICATIONS

- Possess a bachelor's degree and at least two years of relevant experience. A masters-level degree in theology, Christian education, or related is preferred.
- Excellent communication skills with all ages and abilities
- Ability to work well in a team and independently
- Ability to organize work and coordinate multiple projects to meet deadlines
- Maintain a positive attitude and be creative and flexible in solving problems
- Must be able to work some evenings and weekends. Typically this role is a Sunday to Thursday position or similar, ensuring this person receives two full days off each week.
- Belief in the mission and vision of 2PC and the ability to convey its meaning and expression in the congregation and the larger community
- Must maintain current CPR certification
- Proficient with digital tools used for ministry communication and administration, including Google Workspace, social media platforms, and church database systems.
- Perform other duties as assigned
- Ability to lift up to 50 pounds

## COMPENSATION

This is a full-time, exempt position with an annual salary of \$55,000. Health benefits are available through the Board of Pensions, and employer 403(b) contributions are based on a percentage of your salary. Must be able to work some evenings and weekends.

## APPLY

Join us in our mission to maintain a loving community and make a positive impact. If you have the experience we need and are a self-starter with a passion for serving, we'd love to hear from you. Send resume to [2pcadmin@secondpresbyterian.net](mailto:2pcadmin@secondpresbyterian.net).

*Updated 11.19.25*