

Job Description
Associate Director of Children's Ministry – Education & Faith Development
Franklin First United Methodist Church

Children's Ministry Mission

The Franklin First United Methodist Church community will foster the faith journey of our children by providing Christian education, fellowship, worship, and outreach opportunities in an atmosphere of love and acceptance.

Work Schedule & Hours

Full-time Position: Must be present Sunday mornings, Wednesday nights, and during preschool chapel times unless previously arranged.

Minimum Job Qualifications

Education Bachelors Degree from an accredited college of university

Experience 3 to 5 years of paid or volunteer experience in children's spiritual formation

Physical Requirements Ability to work in a high-energy environment, lift 50 pounds, and move freely for long periods of time

Reporting Structure Reports to the Director of Children's Ministry and Staff Parish Relations Committee

Skills Required Excellent organization, leadership, and communication skills. Working knowledge of word processing, spreadsheet, and database programs as well as social media.

Faith & Beliefs Must have a passion for sharing the Gospel of Jesus Christ, developing the next generation of disciples, and a love for God's children

Safety Must have an understanding of and commitment to the UMC Safe Sanctuary Policy and keeping children safe in our environment. Must have a clear background check and undergo FFUMC Safe Sanctuary Training

Other Member of United Methodist Church and demonstrated knowledge of structure, beliefs, and organization of the United Methodist Church

Children's Ministry Staff Expectations & Tasks

- Promotes spiritual growth by creating a welcoming and encouraging atmosphere for children and families through intentionally faith-building experiences
- Works to create a proactive, evolving, and engaging Children's Ministry program
- Partners with families in building each child's faith and to strengthen each family unit in their walk with God
- Works to equip and develop lay leadership for Children's Ministry programming
- Reaches out to children and families to create personal connections and foster community building
- Works with Children's Ministry staff and Children's Ministry Team to accomplish all programming goals
- Connects with Franklin FUMC Preschool & PDO families to introduce them to our church and member families
- Completes administrative duties to accomplish ministry goals

Specific Expectations & Areas of Influence

- Coordinates faith-building experiences for children including Sunday morning and Wednesday night programming and other discipleship opportunities such as family or grade-level events
- Evaluates and implements all children's curriculum and programming to ensure alignment with Methodist theology and Children's Ministry goals
- Provides Children's Ministry lay leadership and teachers with leadership, training, and enrichment opportunities to better equip them to serve in Children's Ministry
- Plans and directs Franklin FUMC Preschool & PDO chapel to create faith-building experiences for all children
- Works with Children's Ministry staff to implement Children's Ministry events.