

**Christ Church Nashville**  
Associate Children's Pastor - Job Description

If interested, please email your resume to: [amandam@ccnash.org](mailto:amandam@ccnash.org)

**Position Title:** Associate Children's Pastor

**Division:** Formation Team

**Reports To:** Children's Pastor

**FLSA Status:** Exempt

**Employment Category:** Full Time

**Summary:**

Assist the Children's Pastor in developing and conducting ministry programs that invite children to know Jesus. Oversee preschool aged ministries and administrative tasks of department.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Maintain a current awareness of the spiritual, developmental, educational and physical needs of children. Develop programs to meet those needs in partnership with the Children's Pastor.
2. Research and select curriculum in collaboration with the Children's Pastor to develop a wide variety of spiritual formation opportunities including Sunday school, children's church, mid-week programs, VBS, special events and seasonal celebrations as needed.
3. Work with Children's Pastor and Groups Pastor to ensure programs reflect the doctrine and vision of Christ Church.
4. Assist the Children's Pastor in recruiting, training, equipping and providing support to Children's Ministry volunteers.
5. Ensure that potential workers are aware of appropriate policies and procedures and background checks are performed before volunteers are placed in the classroom.
6. Maintain safety standards in all classes. This includes, but is not limited to, ensuring all check-out procedures, use of facilities and classroom policies are followed by ministry workers.
7. Assist Children's Pastor with special events. (VBS, Summer Camp, Fall Fest, etc.)
8. Serve as "Point of Contact" for department in the absence of the Children's Pastor.
9. Manage departmental communications to include emails, phone calls and mailings.
10. Maintain Children's Ministry attendance records and files in the database, making sure the information on record for each child and family is up to date.
11. Secure the appropriate spaces with the facilities department for all classes and events.
12. Oversee scheduling of teachers and other volunteers within department.
13. Attends staff meetings, workshops and ministry-related events.
14. Fulfill other responsibilities as deemed necessary by the Children's Pastor.

**Work Schedule:**

Sunday: 8:00 am – 1:00 pm

Monday: 8:30 am – 5:00 pm

Tuesday: 8:30 am – 5:00 pm

Wednesday: 8:30 am - 9:00 pm

Thursday: 8:30 am – 5:00 pm

**Qualifications:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree or equivalent. A specialization in early childhood development is preferred and a minimum of one year's experience in working with children.

**Language Skills:**

Ability to read, analyze, and interpret general church periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, church business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of subordinates, parents, church members, students, and the general public.

**Certificates, Licenses, Registrations:**

None required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand.