



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

SUMMARY

The Manager of Children and Youth ministries will work collaboratively with the Children and Youth Committee and other members of the congregation and staff to plan and implement a comprehensive program for children and youth that includes worship, study, fellowship, service and other experiences that guide children and youth as they grow in faith and with the church. The position is also responsible for oversight of the Nursery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Christian Education:

- Plan and implement Bible Buddies on a weekly basis organizing weekly activities for Pre-K to 3rd grade children
- Plan and lead regular activities for 4th grade through 12th grade youth
- Select annual curriculum for Sunday School programming for Pre-K through 12th grade, purchase necessary supplies, recruit Sunday School teachers and ensure effective implementation of classes
- Greet children, youth and parents at the beginning of Bible Buddies and Sunday School each Sunday
- Lead, organize, and implement children and youth focused worship services, including the Christmas Pageant, Confirmation Sunday, Children's Sabbath and Youth Sunday
- Plan and lead children and youth activities for church wide events, including Genesis Sunday, All Church Retreat, recruiting volunteers and ensuring nursery coverage
- 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
- Provide Children's Sermons monthly or as needed; prepare liturgists and the pastor with timely announcements to promote volunteerism and participation in children and youth activities
- Develop and nurture relationships with children, youth and families on a regular basis and provide support as appropriate

- Recruit volunteers for childcare for Parents Night Out
- Make recommendations for new opportunities and programming for children and youth

Confirmation Class:

- Select curriculum and help organize Confirmation Sunday
- Recruit and support Confirmation Class leaders
- Schedule and attend all confirmation class outings
- Maintain communication with confirmands, parents, teachers, mentors, staff members and Session

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 and Youth Ministries Committee, and provide effective supervision of nursery workers
- Abide by all requirements stipulated by law and 2PC for childcare, ensuring appropriate worker to child ratio
- Provide ongoing training and support for nursery workers
- Order and stock adequate inventory of nursery supplies

Administration:

- Assure regular communication to the congregation and targeted communication to Children and Youth and their parents using various communication and social media tools, weekly emails, texts, e-blasts, worship bulletin, newsletter and personal outreach so that children, youth, parents and the congregation are informed and engaged with the Children's and Youth Ministry
- Develop and maintain databases of current substitute volunteers for nursery, Bible Buddies and Sunday school teachers
- Collaborate with the church administrator to collect, file, and maintain volunteer clearances in accordance with the Safe Church Policy
- Ensure each parent/guardian completes individual safety and emergency forms for their respective child(ren) and maintain secure records
- Maintain current database of contact and pertinent information on children and parent(s)/guardian(s)
- Coordinate Montreat Youth conference registration and participation, if applicable, and NaCoMe trips as needed
- Assist Children and Youth Ministries and Finance committees with annual budget preparation and monitor budget and related expense accounts with assistance from committee
- Attend monthly Children's and Youth Committee meetings, and other committees meetings as needed
- Attend weekly staff meetings and trainings as requested

QUALIFICATIONS

- Possess a Bachelor's degree and 2 years relevant experience
- Excellent communication skills with all ages and abilities
- Ability to work well in a team and independently
- Working knowledge and ability to communicate with children, youth and parents through various media, including social media platforms (Facebook, Twitter, Instagram, YouTube, etc.)
- 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
- Belief in the mission of 2PC and the ability to convey its meaning and expression in the congregation and the larger community
- Must maintain current CPR certification
- Perform other duties as assigned
- Ability to lift up to 50 pounds

COMPENSATION

This is a full-time position 30+ hours per week, annual salary of \$55k, with health benefits available through the Board of Pensions.

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 [**admin@secondpresbyterian.net**](mailto:admin@secondpresbyterian.net)