

Director of Children and Family Ministries

First United Methodist Church of Cookeville, Tennessee, a large-membership, downtown congregation of “Open Hearts, Open Minds, and Open Doors,” is seeking a loving, joyful and energetic full-time Director of Children and Family Ministries to lead a comprehensive ministry for children (birth through sixth grade) and their families.

Primary Qualifications

- Joyful love of children and families
- Outgoing personality and strong people skills
- Bachelor’s degree, preferably in childhood education or related field
- Experience in children’s work preferred
- Experience in event planning preferred
- Self-starter with excellent time management ability
- Strong verbal and written communication skills
- Understanding of and commitment to United Methodist theology and practices
- Outstanding leadership and organization skills
- Commitment to ongoing personal and professional development

Primary Responsibilities

- Lead children’s ministry team
- Lead children’s Sunday school team
- Reach out to, assimilate, and involve new children and families
- Work with existing children’s ministries, including Jacob’s Ladder, Choir Club and transition to youth program
- Recruit, train and nurture volunteers from all age groups in the church for children and family ministry
- Support children’s events with presence, time, and energy
- Supervision of church nursery program and workers
- Provide leadership related to children in worship (i.e. children’s church, children’s sermon time, recruiting, training and coordinating acolytes, and supporting Choir Club)
- Oversee children’s Sunday school (including teacher training, assimilating new families, curriculum selection, recruiting teachers and special events)
- Provide overall leadership for Vacation Bible School
- Plan several events for children and families throughout the church year
- Provide leadership for “Tweens” (fifth and sixth graders) and Confirmation Class
- Oversee Safe Sanctuary program
- Collaborate closely with the Christian Formation Team (Associate Pastor, Youth Minister, and Administrative Assistants)
- Extend a climate of creativity and fun
- Communicate consistently with parents, volunteers, and staff
- Maintain appropriate children’s presence on social media, including church website and Facebook
- Manage administrative tasks (i.e.: manage budget, assess ministries, track attendance, and lead appropriate committees)
- Seek ways to utilize current children’s ministries for better community outreach (i.e. Jacob’s Ladder Preschool, 5th grade adolescence class, Burger Bash, VBS, Playtime for Preschoolers, and a confirmation class invitational overnight retreat)
- Other duties as negotiated

Report to: Associate Pastor

Salary: Negotiable

Please send cover letter, resume, and completed application to office@cookevillefumc.org.



First United Methodist Church

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