



Job Description

Job Title: Children's Ministry Coordinator

Reports To: Lead Pastor

Status: Non-Exempt

Classification: Part-Time Hourly Employee

Hours: Maximum of 20 hours per week

Benefits: No employee benefits

Employment: At-will under Tennessee law

Position Summary

The Children's Ministries Coordinator provides leadership, coordination, and oversight for Asbury Methodist Church's ministries for children from birth through fifth grade and their families. This position exists to create a welcoming, Christ-centered environment where children can grow in their faith and families can become fully connected to the life of the church.

Asbury believes that reaching young families is essential to fulfilling our mission. We recognize that families are unlikely to become part of a church that does not intentionally invest in children's ministry. Therefore, this role is foundational to building a healthy, growing church where children are known, loved, discipled, and invited into a lifelong relationship with Jesus Christ.

Work Schedule

This is a part-time hourly position scheduled for up to 20 hours per week. Regular work hours include Sunday mornings, weekly planning and preparation, staff meetings as requested, and occasional evenings or weekends for children's ministry events or special activities.

Qualifications and Skills

- A growing and active personal relationship with Jesus Christ.
- Agreement with the mission, vision, beliefs, and values of Asbury Methodist Church.
- Passion for children's discipleship and family ministry.
- Strong interpersonal and relationship-building skills.
- Ability to recruit, train, organize, and encourage volunteers.
- Excellent organizational and communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

- Proficiency with Microsoft Office and a willingness to learn church management software.
- Previous experience serving in or leading children's ministry, education, early childhood development, or a related field is preferred.

Primary Duties and Responsibilities - Children's Ministry Leadership

- Develop, coordinate, and oversee all children's ministry programming for children from birth through fifth grade.
- Create a safe, welcoming, and engaging environment where children can learn, grow, and experience God's love.
- Recruit, train, schedule, and encourage children's ministry volunteers.
- Coordinate and support volunteers serving students in grades 6–12 by assisting with scheduling, communication, and providing appropriate curriculum, studies, materials, and other ministry resources.
- Ensure all children's ministry classrooms are appropriately staffed, equipped, and prepared for Sunday mornings and special ministry events.
- Select or develop biblically sound curriculum that aligns with the theological beliefs, mission, and vision of Asbury Methodist Church.
- Partner with parents by providing encouragement and resources that support faith formation at home.
- Develop and implement strategies to welcome, connect, and retain new children and families within the life of the church.
- Coordinate children's ministry events including Vacation Bible School, seasonal celebrations, family events, and outreach opportunities.
- Maintain regular communication with children's ministry families and provide timely follow-up with first-time visiting families to encourage ongoing engagement and connection.
- Maintain accurate attendance, volunteer, and ministry records.

Family Ministry

- Develop opportunities that help families connect with the life of the church.
- Encourage and equip parents as the primary disciplers of their children.
- Support family discipleship through resources, events, and relationship-building.
- Collaborate with church leadership to welcome and assimilate new families into the congregation.

Volunteer Leadership

- Recruit, develop, train, and retain a healthy volunteer team.
- Foster a culture of appreciation, encouragement, and servant leadership among volunteers.
- Develop clear ministry processes and expectations for volunteers.

- Provide coordination and resourcing support for volunteers serving grades 6–12, ensuring they have the materials, curriculum, studies, and other resources needed to effectively serve their age group.

Church Collaboration

- Work collaboratively with the Lead Pastor, church staff, and ministry leaders to support the overall mission and vision of Asbury Methodist Church.
- Participate in staff meetings, planning sessions, and church-wide ministry initiatives as requested.
- Assist with communication regarding children's ministry and family events.
- Perform other children's ministry responsibilities as assigned that support the mission and ministry of Asbury Methodist Church.

Performance Expectations

The Children's Ministries Coordinator is expected to:

- Demonstrate Christian character and integrity in all aspects of life.
- Maintain a servant-hearted attitude toward children, families, volunteers, and staff.
- Be dependable, self-motivated, flexible, and solution-oriented.
- Provide timely communication with volunteers and families.
- Follow up with first-time visiting families in a welcoming and timely manner.
- Maintain appropriate confidentiality regarding church and family matters.
- Participate faithfully in the worship life of Asbury Methodist Church.
- Support and promote the mission, vision, and values of the church.
- Pursue ongoing spiritual and professional development.

Supervision and Evaluation

This position reports directly to the Lead Pastor. Performance will be evaluated regularly based on fulfillment of the responsibilities outlined in this job description. Performance evaluations will be conducted annually by the Lead Pastor in consultation with the Staff-Parish Relations Committee (SPRC).

Failure to meet the expectations of this position may result in coaching, corrective action, or termination of employment, consistent with church employment policies and Tennessee's at-will employment laws.

Physical Demands and Working Conditions

Work is performed both on-site and, when appropriate, remotely. The position requires the ability to lift and move ministry supplies weighing up to 30 pounds; actively engage with children in classroom and event settings; and stand, walk, bend, kneel, and move throughout church facilities during ministry activities.

General Statement

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Responsibilities may be modified as ministry needs evolve.

Acceptance of this position is recognized by the signatures below on this date:

Printed Name of Employee

Printed Name of AMC SPRC Chair

Signature of Employee

Signature of AMC SPRC Chair