

**First United Methodist Church of Ann Arbor (FUMC)
Co-Director of Children's Ministries**

Title: Co-Director of Children's Ministries

Role Type/Scope: Part-time (20 hours/week) lay staff

Reports to: TBD

Direct reports (if any): Children's Ministries Associates (volunteers)

Purpose/Overview of role

The Co-Director of Children's Ministries is a part-time position shared by two 20 hours/week lay staff members. The role is focused on the development of all events, activities, worship and education designed to engage and foster faith formation in children (birth through grade 6) and their families.

Key Responsibilities

- Weekly curriculum development and execution for children (and their families, as appropriate) including Sunday mornings
- Coordination and communication with the other Co-Director and small group leader volunteers committed by age group to deliver material to children
- Making personal connections with every child through birthday and periodic greetings
- Supervision of Children's Ministries Team and collaboration with clergy and lay staff to align messaging, curriculum, events and activities

Supervisory Responsibilities

- Children's Ministry Associates (volunteers)

Budget Responsibilities (Spending authorization)

- Oversee expenditures with budget allotment for supplies and materials to support Children's Ministries with the other Co-Director

Qualifications and Required Skills

- BA/BS or equivalent in education, early child development, psychology, religious studies or related experience
- Excellent communication, planning, organizational and relational skills with children and adults
- 3-5 years' experience with religious education, non-profit team leadership, or management