



theChapel Kids Ministry Director (Birth - 5th grade) | Full Time | Exempt

Position Objective

To help kids and families Know God, Find Freedom, Discover Purpose, and Make a Difference by leading and developing leaders, volunteers, and ministry systems that create safe, engaging, age-appropriate, and spiritually impactful environments across theChapel Kids Birth–5th grade ministries. This role champions the vision and values of theChapel through healthy leadership, strong team culture, operational excellence, and intentional care for kids, families, and volunteers.

Experience and Knowledge Required

- Previous experience in children’s ministry or family ministry leadership
- Demonstrated leadership, team-building, and volunteer management skills
- Experience supervising teams and developing leaders
- Strong organizational and administrative abilities
- Ability to maintain systems, procedures, and ministry operations effectively
- Working knowledge of Planning Center Online (preferred)

Key Functions and Responsibilities

- Lead and oversee the Ministry Leaders responsible for all Birth–5th grade ministry environments
- Equip, coach, and support Ministry Leaders in creating engaging, age-appropriate ministry experiences aligned with the vision and values of theChapel
- Ensure ministry environments are consistently safe, clean, welcoming, and spiritually impactful through strong systems and leadership oversight
- Oversee the recruitment, onboarding, development, and retention of healthy and thriving volunteer teams through direct leadership of Ministry Leaders
- Provide ongoing leadership development, encouragement, accountability, and spiritual support to Ministry Leaders and Assistants
- Partner with Ministry Leaders to provide resources, communication, and pastoral care to families when appropriate
- Oversee Planning Center Online (PCO) systems, workflows, and volunteer scheduling processes through Ministry Leaders
- Ensure all PCO follow-up and workflows are completed within 48 hours
- Ensure accurate ministry records, attendance tracking, and volunteer schedules are maintained across all environments
- Oversee ministry supplies, inventory, and approved budgets
- Ensure all receipts, expenses, and financial records are submitted accurately and on time

- Step into ministry environments and provide hands-on support when needed to ensure excellence across all areas

Lead Responsibilities

- Birth–5th grade
- Check-In Operations
- Oversee Pre, Post and Event Service Childcare
- Weekend Ministry Teams
- Weekday Ministry Preparation
- 1UP Ministry Support
- Oversee Staff Childcare

Personal Attributes

- Love for God
- Love for people
- Pursues excellence that honors God and inspires people
- Enjoyable to be with, and devoted to the call of God and the Church
- Displays a high-level of hospitality, and a service-oriented attitude
- Actively participates in the life of the church including community involvement
- Supports the church through regular tithe and offerings
- Work ethic to get the job done on time

Success Metrics

- Ministry environments consistently reflect the vision, culture, and values of the Chapel
- Team Leaders, Area Coaches, and volunteers are healthy, supported, developed, and empowered to lead well
- A strong and growing leadership pipeline is continually being built
- Ministry environments are safe, clean, organized, welcoming, and prepared with excellence
- Planning Center Online (PCO) workflows, scheduling, and follow-up are completed accurately and on time
- Families, leaders, and volunteers feel cared for, communicated with, and equipped
- Ministry systems, records, budgets, and expenses are maintained accurately and submitted on time
- Teams operate with ownership, strong communication, and a positive, solutions-oriented culture
- Kids consistently experience engaging, age-appropriate, and spiritually impactful environments