



JOB DESCRIPTION

☒ Full Time
☐ Part Time

☐ Exempt
☒ Non-Exempt

Date Prepared: 7/24/25

Date Hired:

Employee:

Job Title: Chapel Kids Ministry Infant-K Care and Content

Department: Family Ministry

Direct Report to: Family Ministry Director

Position Objective:

- Ensure theChapel Kids ministry cultivates an atmosphere to experience the love of Jesus.
- Champion and encourage the spiritual health and integrity of ministry leaders and coaches in alignment with the vision of theChapel.

Experience and Knowledge Required:

- Ministry leadership.
- A gift of gathering and motivating volunteers and hourly employees.
- Supervisory experience and team building.
- Successful leadership of people in many age groups and seasons of life.
- A history of creating high impact teams.

Key Functions and Responsibilities:

- Create and produce an in-person experience for children and their families in alignment with the vision of theChapel.
- Select or develop quality content in line with theChapel's beliefs and teaching strategies.
- Ensure a safe, clean and loving environment for children from birth through Kindergarten.
- Recruit, raise up, train and develop volunteers and Team Leaders
- Recruit, resource, develop and train Care Team Leads and Coaches to successfully lead assigned ministry teams.
- Ensure care structures are in place and successfully functioning.
- Help volunteers take next steps towards leading others in care.
- Lead, develop and resource our Special Needs service and Mid Service Team.

Lead Responsibilities:

- Infant - Kindergarten weekend ministry teams.
- Content and team support to multi-site campuses.
- Special Needs leadership and oversight.
- Day Camp Team Member

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.
- Support the church through regular tithe and offerings.
- Work to get the job done on time.

Success Metrics:

- Teams are growing in tandem with overall church growth
- Care Structure is operating according to Chapel values
- Parents are able to attend service with confidence that children are in a safe environment with age-appropriate engagement
- Receipts are up to date
- Leaders are identified, trained and cultivated
- Weekend experience meets the Chapel's standard of excellence
- Teams are producing excellent experiences for the children and the families they serve.