



THE CHAPEL

Staff Role Description

Kid's Director

Ministry:	Campus
Reports To:	Campus Pastor or Kid's Pastor
Average Hours Per Week:	Full-time, 40+ hours per week Part-time, up to 28 hours per week
Role Type:	Exempt
Last Revision Date:	October 2025

Role Overview

The Kid's Director will serve at a single campus of The Chapel and be responsible for all facets of Chapel Kids (CK) from infants to Grade 5, in addition to contributing to wider Chapel Kids and family activities and events. For larger campuses and/or ministry areas, grades and or ages may be divided and overseen by more than one Kid's Pastor or Kid's Director. Responsibilities also include contributing to and embracing the vision and direction set by church leadership and leading staff and volunteers toward the fulfillment of that vision. Part-time roles will fulfill these requirements on a scale commensurate to the size of their campus.

Primary Responsibilities

1. Provide passionate and effective leadership for Chapel Kids at a specific campus
 - Actively support and engage with Chapel Kids leadership team and other Kid's Pastors and Kid's Directors to foster unity and collaboration toward The Chapel's Beliefs, Purpose, Values and Vision across the entire leadership and volunteer team
 - Provide visible and active servant leadership and tangible coaching as needed
 - Provide constructive classroom evaluations on the Chapel Kids experience
 - Provide responsible management of the ministry budget
 - Ensure clear, consistent communication with kids, leaders and parents concerning Chapel Kids events and gathering times
2. Provide volunteer development for Chapel Kids
 - Partner with the Campus Pastor and Chapel Kids leadership team to identify potential ministry team members and provide creative solutions for ongoing recruiting needs; provide development opportunities for current volunteers
 - Ensure all volunteers are trained and empowered for successful ministry, including communicating the vision of Chapel Kids, policies and procedures, and safety requirements

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3. Provide oversight over all Chapel Kids services
 - Ensure excellence in all aspects of all services – Our guests (parents, children, visitors and volunteers) should have a positive experience that causes them to look forward to their return and excitement to tell others about their experience
 - Ensure all classrooms are staffed for successful ministry with intentionality and awareness towards inclusion and ensuring proper classroom ratios
 - Ensure every family matters, safety and security are a priority, and equipment and facility issues are dealt with proactively and thoroughly
 - Ensure all experience feedback is communicated to all involved parties and actively contribute ideas for continuous improvement to the Campus Pastor and CK leadership team
4. Effectively manage other campus responsibilities that include but are not limited to
 - Participation in scheduled campus team meetings and all campus events
 - Assisting with other campus responsibilities that may include administration, organization, support, care, building maintenance, office management, or other needs
 - Other duties as assigned by the Campus Pastor, Kid's Pastor or NextGen leadership

Key Qualities

- A shepherd at heart with a warm presence and strong relational aptitude
- Passionate about making disciples of Jesus, embracing genuine Christian community as the primary vehicle of discipleship at The Chapel
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be an effective and timely communicator, both formally and informally, with warm and engaging interpersonal skills, including email, text and verbal communication
- Able to multi-task efficiently and effectively, prioritizing according to ministry needs
- Able to use all computer software and programs needed to accomplish tasks
- Be available to lead and/or attend Chapel Kids ministry events and gatherings during weekdays/weekends, days/evenings, or overnight
- Lead and participate in the set-up and tear-down of ministry events and gatherings
- Able to travel independently to any Chapel campus or event location

General Requirements

The Kid's Director must embody the mission, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **MISSION:** *To help people come alive to God! This means we:*

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

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Our **VISION**: *To help ignite revival in our church communities, and around the world! Revival happens whenever a group of people, anywhere, at any time, come alive to God. We do this by pursuing:*

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *To be a people fully devoted to God and others. We trust God in all things, big and small. We live authentically, never pretending to be something we're not. We embrace life with joy, finding ways to have fun along the way. We do this by:*

- Living All-In: A fully committed people who come in third (God, others, self)
- Having Expectant Faith: He is who he said he is and will do what he said he will do
- Being Authentic: Honest, forthright, plain-spoken and integrity-filled
- Having Fun: Vibrant, winsome, joyful

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



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