

Job Description and Qualifications

Job Title:	Director of Children's Ministries
Department:	Elementary
Position Status:	Exempt, not eligible for overtime / Ministerial Exception
Position Schedule:	Full time (generally Sunday through Thursday)
Reports To:	Senior Pastor
Supervises:	Children's Ministries staff
Date:	February 2026

PURPOSE

To provide strategic leadership and oversight of children's ministries (Birth–5th), actively engaging families, staff, and volunteers to build a thriving, Christ-centered ministry aligned with Chapel Hill's mission, vision, and discipleship pathway.

PRIMARY DUTIES

- Provide leadership in regard to strategies to optimally leverage our resources (our building, staff, volunteers, etc.) to drive growth in children's ministries, with particular focus on Sunday Mornings.
- Recruit, onboard, train, schedule, and encourage volunteers, equipping them with tools and clear expectations, providing regular communication and appreciation, and developing leaders for key roles.
- Cultivate an engaging, and Christ-centered environment that captures kids' attention, builds meaningful relationships, and makes every child and family feel welcomed.
- Develop, implement, and provide leadership for Sunday worship programs and other experiences for children aligned with the church's goals and discipleship pathway.
- In conjunction with the Early Childhood Director, ensure safe, developmentally appropriate, and spiritually nurturing care for children from birth through preschool age.
- Lead, coach, and equip Children's Ministries staff and key volunteers, fostering a healthy, mission-aligned team culture marked by collaboration, excellence, and clear alignment with Chapel Hill's vision, goals, and strategy.
- Partner with parents to lead kids to a genuine sense of belonging, involvement and spiritual growth at Chapel Hill.
- Collaborate with Preschool, Early Childhood and Care ministries to support young families with aligned programming and communication.
- Manage the Children's Ministries department budget.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree required, preferably in a related field.
- 3+ years of children's ministry or directly related experience required.
- Experience managing staff and/or volunteer teams, handling and resolving difficult situations in a skilled and professional manner.

KNOWLEDGE, SKILLS, AND ABILITIES

- Personal faith in Jesus Christ and agreement with the EPC Essentials of the Faith (epc.org/about/beliefs)
- Ability to align staff and volunteers with Chapel Hill's mission and vision.

- Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.
- Proven ability to build and motivate a team
- High energy leader that is collaborative and comfortable in fast paced, dynamic environment
- Flexibility in work hours based on special events
- Excellent interpersonal and communication skills with children and adults.
- High emotional intelligence
- Administrative skills for leading a team, managing email, appointments, and multi-tasking.
- Ability to steward people, time, and money well
- Ability to plan for the future, measure and evaluate for results

COMPENSTATION AND BENEFITS

The salary range for this position is \$65,000 – \$80,000 annually, depending on experience and qualifications. Chapel Hill offers a comprehensive benefits package including:

- Medical, dental, and vision coverage
- Paid Time Off (PTO)

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.