



INTERNAL JOB POSTING

Bethany Chapel

Position: Children's Ministry Director

Status: Part-Time (20-25 hours/week)

Start Date: May/June 2026

Reports To: Pastor of Ministries

Purpose

The Children's Ministry Director provides vision, leadership, and coordination for all children's ministries at Bethany Chapel, equipping parents as primary spiritual leaders and developing volunteer teams to nurture children in their faith.

Key Responsibilities

Ministry Leadership

- Cast and communicate a compelling mission and vision for ministry to children
- Provide weekly leadership ensuring volunteers are prepared with appropriate materials
- Recruit, train, and disciple volunteer teams of teachers and leaders
- Prepare Blast (Grades 5 & 6) materials and ensure strong leadership
- Teach classes as necessary and available
- Encourage and equip parents to be primary spiritual leaders for their children

Administration

- Schedule volunteer leaders using Planning Center
- Oversee the work of a part-time assistant
- Maintain bulletin boards, organize classrooms, and keep website pages current
- Establish and steward the Children's Ministry budget

Special Events

- Plan and execute special events, camps, DVBS, or similar programs for Bethany families and the broader community
- Support broader ministry endeavors and coordinate transition to youth ministry

Teamwork

- Contribute positively to staff team dynamics
- Support initiatives of fellow team members
- Champion Bethany Chapel Staff Values



Qualifications

- Committed follower of Jesus Christ with a heart for children and families
- Agreement with Bethany Chapel's Statement of Faith and mission
- Experience in children's ministry or related field
- Ability to recruit, train, and lead volunteer teams
- Strong organizational and administrative skills
- Effective communication skills with children, parents, and volunteers
- Familiarity with Planning Center (or willingness to learn)

How to Apply

If you are interested in this position, please submit the following to the church office by **March 31, 2026**:

- Letter of interest outlining your sense of calling and relevant experience
- Current resume
- Names and contact information for two references (one pastoral, one personal)

For questions, contact Jay Somers at jay@bethanychapel.com.

Posted: February 27, 2026