



Position Title: Director of Family Life Ministries

Overview: This position exists to bring leadership and oversight to the children, student ministry and young adult ministry here at Cornerstone Community Church. The position ensures a well balanced healthy structure of support, discipleship, evangelism and community for our children, youth and parents as well as our young adults.

Report To: Senior Pastor

Position Summary Statement: Responsible for developing and implementing a comprehensive program of care, evangelism, spiritual growth and service opportunities that are age appropriate for nursery, preschool, elementary grade, middle school, highschool children and young adults. Responsible for a Sunday morning program, mid-week programs, special events. Responsible for curriculum recruiting, training, equipping and development of leaders and volunteers working in the ministry.

Competencies:

- *Self-Directed:* Must be able to lead the team and direct the ministry with a clear mission and vision. Actively seek out new ways and opportunities to improve and grow the ministry.
- *Administrative:* Be well organized to execute the daily work of the ministry and manage schedules, supplies, resources and reports. Competent and proficient in use of computer applications.
- *Leadership Skills:* Ability to lead leaders and volunteers. Demonstrate conflict resolution skills with children and parents, staff and volunteers. Possess good communications skills both written and verbal.
- *Teachable:* Life long learner staying current with best practices and industry training. Willingness to receive and learn from other staff, volunteers, and team leaders.
- *Hospitable:* Create a welcoming and safe culture for all kids and families, churched and unchurched through relational conversations and intentional invitations.

Education/Training Requirements:

- Preferred bachelor's degree in a related field, and/or experience in related field.
- Combination of education and experience will be considered.

Primary Responsibilities:

- Provide strategic leadership and oversight to the following ministries/teams: Nursery, PreK, K-12 (VBS/Outreach, Kid's Worship), and Young Adults (18-25).
 - Create a weekly/monthly/annual schedule of events and activities, including instruction/teaching, nurturing of faith, bible study, prayer, fellowship, worship, service and evangelism opportunities.
 - Promote activities by/through all sources of CCC venues.
 - Research and introduce the best curriculum and teaching resources for all ages.

- Utilize Walking the Walls process (Gate Document & Leadership Square) for all team building.
- Recruit, train, equip and develop leaders and volunteers working in the ministry.
 - Recruit a Point Person and Support Person, and begin training on the Leadership Square.
- Meet regularly with team members to:
 - Equip and support them in their volunteer roles.
 - Ensure that all teams/ministries are aligned with the mission of CCC.
 - Coach each team member on the use of the Gate Document.
- Coordinate with church office to:
 - Make sure all events and meetings are scheduled and promoted.
 - Make sure all supplies and materials are ready for use as needed.
- Communicate:
 - At least weekly with the Senior Pastor reporting on weekly activity, next steps, goals, and mile markers in staff meetings.
 - At least quarterly with WtW Nehemiah for coaching and instruction on team building and developing a mission community.

General Ministry:

- Create opportunities for community and fellowship with team members.
- Encourage, support, demonstrate appreciation and pray for all team members.
- Collaborate with other ministry directors to develop unity in fulfilling the mission of Cornerstone Community Church.
- Teach/train/coach/equip the saints for the work of the ministry.
- Must pass a background check.

Hours of Work/Schedule: Full Time

- Will discuss required work days and establish consistent time off.
- Attend weekly staff meetings and as needed/requested by the Senior Pastor.
- Attend quarterly WtW coaching meeting (and help lead as able)
- Oversee prep and facilitation of all ministry activities.

Annual Salary & Employment Info:

- \$42,000 - 48,000 salary range, dependent on education and experience.
- 2 weeks paid vacation.
- 90 Day Probationary Period and Review.
- Six month review and then annual job performance review.

*Submit resume and cover letter with application for employment to office@3chv.org