



church phone: 276.233.8750  
P.O. Box 757, Galax, Virginia 24333

[www.mycornerstone.org](http://www.mycornerstone.org)

Sunday services at 9:15 and 11am  
227 South Main Street in Galax

**Job Title:** Children's Ministry Director  
**Status:** Part-Time - 20 to 25 hours per week  
**Pay:** TBD  
**Supervisor:** Pastor  
**Date Prepared/Revised:** March 3, 2012

The position is a key team position as the church continues to grow and expand its reach both within the congregation and within the Twin Counties. This person will bring vision and strong leadership to the current team. A true "leader of leaders" is required, able to cast vision, identify & recruit key volunteers, equip leaders for ministry, partner with parents, and grow a strong and healthy children's & family ministry program in partnership with other ministries. This person will be a self-starter who takes initiative in leading this vital area within the church, but also a team player who contributes to the overall impact of the church.

### **PRIMARY RESPONSIBILITIES**

- Lead children and their families to follow Jesus.
- Invite, train and empower volunteers to provide leadership within the children's ministry.
- Maintain a monthly volunteer schedule for all services that is sent to volunteers at least three weeks in advance.
- Communicate weekly and meet monthly with Children's Ministry Leaders in order to encourage them, and to build ownership and equip them to lead other volunteers.
- Establish policies and procedures to ensure that Cornerstone is effective in teaching and training children to follow Christ.
- Follow up with people that are interested in volunteering with children's ministry.
- Lead creative team meetings with the appropriate people in order to implement the curriculum on Sunday mornings.
- Create systems and events to thank and appreciate children's ministry volunteers.
- Recognize first-time guests by following up with new children and their families.
- Oversee communication between the church, children and families.
- Provide resources for parents and families as needed.
- Stay in touch with other vibrant children's ministries around the country.
- Adapt and prepare curriculum for children ages 2 through 5<sup>th</sup> grade.
- Oversee the setup and operation of all related children's ministry environments on Sunday morning, including check-in, individual children's environments, security, and check out.
- Oversee the Children's Ministry budget, and plan select special events as needed.
- Participate in staff meetings and other meetings as scheduled (Currently every other Wednesday evening).

## PERSONAL RESPONSIBILITIES

1. Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
2. Be loyal to the vision and staff of Cornerstone Community Church and always protect the unity of the church.
3. Invest and invite the lost to know Jesus and come to Cornerstone Community Church.

## STAFF VALUES

### Community

We are a team, modeling community for our church. We'll celebrate each other's victories, pray for each other, and treat each other with respect. We'll do life together and we'll have fun together

### Professionalism and Excellence

We value each other's privacy and schedules in the office and in the home. We will do the things that matter most first, and not overlook the important for the urgent. We will do what we say we will do and be on time and prepared for meetings.

### Team Ministry

We can accomplish more together than we can individually. We are not a federation of sub-ministries and realize that we all have a part in the overall vision of the church. We will communicate with each other and collaborate with each other. We will respect each other's roles and positions.

### Right Priorities

We will meet with God every day. We will cheat the ministry and the church before we cheat God and our families. We will work hard so we can honor our days off. We never take our staff hat off and realize that people are always watching.

### People Matter

People matter more than programs, buildings and budgets, but not more than principles and purpose. We will get back with people within 24 hours when they call or e-mail us. We will close the loop on communication.

## MINISTRY DESCRIPTION

Cornerstone Community Church is a growing non-denominational church located in downtown Galax. The church has an active children's and youth ministry, and is committed to the next generation. Cornerstone typically averages between 50 to 75 children from birth to 5th grade split between two Sunday morning services. This is a position that could easily develop into a full-time staff position as the church grows. Please contact the church office if you would like to apply.

**Experience .....Equip .....Engage**