

## **Children's, Youth, and Family Director Job Description**

**Job Title:** Children's, Youth, and Family Director

**Reports To:** Senior Pastor

**Position Status:** Part-Time, Salaried (20hrs/week)

### **Purpose**

The role of the Children's, Youth and Family Director is to work in harmony with the Senior Pastor and the purpose, values, and strategy of Cornerstone Community Church in planning, implementing, and maintaining ministry for children, youth, and families at Cornerstone Community Church.

### **Job Responsibilities and Duties**

1. Develops goals and objectives for each of the ministry areas that he/she is responsible for (i.e. Children's, Youth, and Family).
2. Attends weekly staff meetings and meets with the Senior Pastor as needed in order to work well together.
3. Oversees the leadership all ministries for children on Sunday, mid-week (if applicable), and special events.
  - a. Serves as the chair of the Children's Ministry Committee.
    - i. Assists CMC in assessing the needs of our children and their families; helps to brainstorm ways of more effectively ministering to them.
  - b. Oversees the nursery and preschool ministries
  - c. Children's Church
    - i. Works with Pastor and CMC in identifying and recruiting volunteers to serve in the ministry of Children's Church.
    - ii. Works with Pastor, CMC and volunteers to determine the be curriculum and methods of ministering to children on Sunday mornings.
    - iii. Works to train, equip, and encourage volunteers to be successful in their ministry.
    - iv. Participates in the ministry as desired.
    - v. Collaborate with volunteers on ideas to make the ministry better.
  - d. Oversees special needs ministry.
  - e. Oversees special events (ex. Operation Christmas Child, Family Christmas Party, etc.).
4. Oversees the leadership of all ministries for youth at Cornerstone.
  - a. Gives direction and support to Youth Ministry Volunteers and connects interested and pre-approved adults to work with youth both in mentoring relationships and activities.

5. Works with the Senior Pastor in ensuring that families at Cornerstone are well cared for.
6. Gives oversight to enforcing and training volunteers on our Safe Ministry Policy, ensuring that every ministry to minors is in compliance with our policy.
7. Builds and maintains relationships with key leaders and volunteers under his/her oversight.
8. Helps people get to know one another and works to facilitate opportunities for people to connect.
9. Gives direction/guidance/leadership to the congregation regarding outreach efforts in the community.
10. Shall have a visible role in worship on a regular basis depending on gifts.

### **Compensation**

- \$12 - 15/hr at 20hrs/week based on qualifications
- \$200/month for reimbursement expense