

**Cornerstone Community Church**  
**1321 9th Avenue**  
**Greeley, CO 80631**

**Job Title: Director of Family Ministries**

**Reports to: Lead Pastor**

**Job Description:**

The Director of Family Ministries will provide the primary leadership and supervision of ministry to children (birth through 5<sup>th</sup> grade), parents and families at Cornerstone Community Church in coordination with the Children's Ministry Team that is consistent with the vision and values of Cornerstone Community Church. The Director will develop relationships with children, parents and volunteers as well as foster a dynamic program for our children, including nursery, Sunday school and Children's Church.

The Director of Family Ministry will partner with parents, the congregation at large, and other church leaders in the cooperative building up of our families as primary communities of Christian discipleship within the church. By God's grace, our goal is to do all we can to raise children to become disciples who love and follow Christ.

**Responsibilities:**

- Carry forward Cornerstone's vision for children's ministry that our children will have a deep and abiding faith in Jesus Christ.
- Establish deep and caring relationships with our children, their families and all volunteers involved in children and family ministry.
- Lead and coordinate all children's ministry events birth through 5th grade (to include summer programming).
- Oversee all aspects of children's Sunday programs and ministries, especially:
  - Evaluate and implement curricula that support Cornerstone's vision of discipleship.
  - Recruit, train, guide, schedule, oversee and encourage adult leaders and Crew Kids as they serve in Sunday school classrooms and the nursery ministry.
- Work with other leaders to design worship experiences, Sunday mornings and otherwise, that make efforts to engage our youngest members and promote these opportunities for children to worship God with their parents.
- Work with other leaders to create extended events (i.e. VBS, summer camps, fall events) that focus on teaching biblical knowledge and which demonstrate living the Christian faith through interactions with pastors, adult leaders, parents, siblings, grandparents, youth workers and peers.
- Collaborate with pastors and other leaders to bless, gift and call parents to grow their family on the foundation of faith in Jesus Christ.
- Provide practical, accessible parent training events, resources, and activities for parents.
- Communicate regularly with parents to inform them about the Bible lessons that are planned for Sunday School in order to encourage and to collaborate with parents to lead Bible devotions in their homes.
- Work with other leaders to promote and facilitate ministries to strengthen marriages and families.
- Develop and manage the Family Ministries budget and oversee administrative needs.
- Provide regular update report to Lead Pastor.
- Provide a regular report to the Session (in writing or in person).
- Participate in staff meetings, retreats and other events as needed.

- Maintain supportive working relationships with staff, ministry partners, and volunteers through close collaboration and proactive communication.
- Perform other duties as needed or assigned.

**Job Requirements:**

- Have a personal relationship with our Lord Jesus Christ and be dedicated to growing in His love and being a living example of His teachings (as understood in a Reformed Christian framework as expressed by the EPC – see [www.epc.org](http://www.epc.org)). Be an example of God’s love to all who enter the facility.
- Committed to the values and mission of Cornerstone Community Church.
- Strong verbal and written communication skills
- Excellent organizational and leadership skills.
- Exhibits a team-oriented mindset. Cooperative and collaborative towards accomplishing the church’s ministry.
- Ability to adapt and be flexible.
- Demonstrates knowledge of team management principles and budgetary controls.
- Ability to maintain confidentiality and self-discipline.
- Deep sense of compassion for the lost, hurting and marginalized.
- People-oriented: values working with others and helping people.
- Personal desire for excellence in work
- Positive attitude towards church, staff, members and public.
- Be disciplined and diligent with time management, completing required tasks in a timely manner.
- Bachelor’s Degree required; Master’s Degree preferred.
- 2+ years related experience preferred.
- Ability to speak fluent English.

**Terms:** This is a full-time position that will include Sunday mornings and weekly contact work with children and parents, seasonal activities and annual events. Schedule to be determined as necessary to fulfill the duties of the position (Sunday is a required workday). The hours may vary depending on the time of year and church demands.

**Benefits:** This full-time position is eligible for all benefits including medical, dental, paid time off and paid holidays.

**To apply:** Please submit a cover letter, resume, and three references to [donny@csgreeley.org](mailto:donny@csgreeley.org)