



Cornerstone Church of Boston

Mission: Cornerstone Church of Boston is a spiritual family of disciples committed to loving Jesus and becoming like Jesus in every stage of life.

Values: Spiritual friendship, worship, biblical foundation, generosity

Job Title: Children's Ministry Director

Reports To: Lead Pastor

Job Purpose: Fulfill the mission of Cornerstone Church of Boston, undergirded with its values, through the development, strategic planning, ministry oversight and leadership of our Children's Ministry. Responsible for the execution of the Sunday programming for the Children's Ministry, for roughly 15-30 children, from nursery to middle school.

Duties and Responsibilities (include but are not limited to):

- Work directly with lead pastor, Children's Ministry Core Team, volunteers, and parents to develop the discipleship and worship experiences and programs for our children during Sunday church services.
- Coordinate and manage Sunday school curriculum.
- Design and upkeep Children's Ministry rooms, oversee changing decorations, keep inventory of supplies, and order and stock things as needed.
- Coordinate volunteer schedule and recruit volunteers as needed.
- Maintain Family roster and keep note of family details including but not limited to:
 - Children's allergies
 - Photo policy
 - Age of toddlers entering Children's Ministry
- Develop, maintain, and update policies related to Children's Ministry (i.e. safety protocols, volunteer onboarding, training, etc.).
- Leadership development for Children's Ministry Core team and leading a monthly Core Team meeting.
- Regularly evaluate Children's Ministry programming and make changes as needed.

- Prepare and manage Children's Ministry budget.
- Miscellaneous Associate Duties such as:
 - Sunday Worship Service hosting
 - Preaching
 - Administration
 - Building management

Position Type: Part-time 15 hours/week

Skills and Qualities: Personal relationship with Jesus Christ and ability to clearly articulate your faith journey, commitment to personal spiritual growth, regular practice of spiritual disciplines, adherence to the Cornerstone Mission, Values, and denominational theology and ecclesiology. Commitment to team unity and healthy conflict resolution. Passion for discipleship of children. Strong organizational skills. Ability to handle and follow through with large amounts of detail. Excellent verbal and written communication skills. Flexibility, adaptability and creativity when working with children. Commitment to pray regularly for all children and parents.

Education and Experience: At least 2-5 years of ministry experience. Educational background with seminary or bible college training/degree. Experience with teaching children.

Massachusetts CORI Background Check Required

To apply send resume and cover letter to:
info@cornerstoneboston.org