

Cornerstone Bible Fellowship is searching for an

Executive Director of Ministry

Discipleship, Events, Music & Arts

Job Description

1. Executive Director & Team Responsibilities

- Recruit, train, encourage and ensure the spiritual care of all teams.
- Develop and disciple a team of assistants to lead various ministries.
- Participate in overall duties as part of executive team including weekly staff meetings and responsibilities as needed in other areas.
- Work closely with the pastoral team and Creative Arts Team to develop themes and integrate the various creative elements in a cohesive way that supports the sermon series and other vital areas of church life.
- Assist in the spiritual growth of small group facilitation and other forms of discipleship with group members.

2. Event Administration

- Work with Assistant to provide oversight to the church-wide calendar.
- Produce a yearly calendar for events.
- Plan and oversee conferences, concerts and special events.
- Plan and oversee special Services.

3. Overseas Missions

- Conduct worship and arts on overseas mission trips as required.

4. Communications (Instagram) & CBF Website

- Uploads weekly messages and Go Deeper form on the CBF website.
- Advise on Facebook communications.
- (Post weekly updates on Instagram.)

6. Worship Services

- Oversee Worship & Creative Arts for Sunday morning services, Tuesday evening services and all other church-wide productions and events.
- Serve as the Primary Worship Leader.
- Plan, organize, and lead multiple worship experiences.
- Assist with planning and execution of new services and experiences including different formats and forms of musical and creative expression.
- Develop all Worship & Creative Arts Teams within the church while raising up other leaders to oversee ministry as the creative area develops.

7. Choir, Praise Team & Band

- Serve as the Praise Team and Choir Director: Train Choir and Praise Team members in vocal ministry, worship leading, and overall knowledge of effective music ministry.
- Serve as Executive Director over the Band Director.
- Serve as Director of the Youth Choir.

8. Oversees CBF Radio Broadcast (New)

- Prepare and send a group of 6 sets of radio programs by the first Tuesday of each month for Bermuda Broadcasting (105.1) and Magic (102.7 FM).

9. Oversees Entire Creative Arts Departments/Ministries

- Dance, drama, band, set designs and all musical groups

Candidate Profile

The following describes the characteristics of the ideal candidate for the Executive Director:

Education

An undergraduate degree is required; a major in a relevant field is preferred.

Experience/Skills

- Proven history of being a worship leader and a choir director.
- Been involved in major musical productions such as plays or full length concerts.
- Must have proficiency in music and music theory.
- Must be extremely versatile in musical performance.
- Should have some form of training in music and/or voice certificates or transcripts required.

Partnership

- Must be willing to partner with values, vision and direction of Cornerstone Bible Fellowship by becoming a member.

Personal Characteristics

- Be a committed follower of Jesus Christ who demonstrates spiritual maturity and models an authentic personal relationship with the Lord.
- Genuine love for God's people and His church.
- Be an experienced, dynamic leader with strong communication skills.
- Responsive to change.
- Passion for genuine spiritual community.
- Loyal and energetic team player.
- Strong commitment to excellence both personally and professionally.
- Proven ability to build teams and create systems to achieve measurable progress.

Application Deadline

Submit application in writing by

Tuesday, November 29, 2016

Deliver by Hand to:

Cornerstone Bible Fellowship

82 Church Street East, Hamilton HM12



Phone: (441) 295-9640 | Fax: (441) 295-4096
info@cornerstone.bm | www.cornerstone.bm

Cornerstone Bible Fellowship is searching for a

Senior Graphic Designer

Job Description

1. ART DIRECTION AND GRAPHIC DESIGN

Conceptualizes, designs and executes original content and graphic applications for Cornerstone Bible Fellowship (CBF), Cornerstone Foundation (CF), other ministry entities and other projects undertaken by the leadership on a project to project basis. This work includes:

- Weekly announcements (Bulletin, Screen slides, TV slides, Web slides, Small Group template and PPT templates).
- Logo and stationary for all organizations including the CBF ministries upon request.
- Booklets/Training/Brochures for all organizations as well as church events, seminars and various ministries.
- Event material (including brochure, print and web ads, tickets, name tags, flyers, banners, product design and social media promotion).
- Annual Reports for Cornerstone Foundation and other related entities.
- Youth Group print (including reward card, stickers, calendar, slides, book report, brochure).
- Oversees the overall branding of the church as well as its ministries and affiliated organizations and create/establish new brands wherever needed.
- Creative copy writing where needed.
- Using Istock photography/illustrations and Adobe Creative Suite software.

2. ACCOUNT MANAGEMENT

- Establish and maintain relationships with commercial vendors like printers, media and product suppliers both locally and overseas.
- Orders most designed products for the above organizations and ministries.
- Books all ad space for all print and web advertising.
- Edits and proofreads copy for accuracy, grammar, punctuation, consistency, and formatting.

3. WEBSITE & SOCIAL MEDIA MANAGEMENT

- Performs technical duties to ensure the CBF and CF websites and social media pages are kept current and updated. This will include regular updating of all print promotions as well as some audio and video.

4. ANNOUNCEMENTS & CHURCH COMMUNICATION

- Works with staff members to decide best way to communicate events, announcements as well as the flow of announcements and the repetition of them for Sundays.
- Consults ways to clearly communicate announcements and events in various print projects.

5. DATA MANAGEMENT & STORAGE

- Maintains and organizes all production file archives to be available upon request for past and current projects in Public as well as the Masterfile.
- Ensures that the iMac, all software and creative subscriptions are up to date.
- Ensures artwork is backed up on a regular basis.
- Ensures that the Fiery print system is updated and working as it should.

6. SPECIAL PROJECTS

- Will also be involved in any special projects taken on by the ministry of Cornerstone which may include conference registration or other minor office tasks as part of our team approach in a small office setting.

Candidate Profile

Education

A bachelors degree in Graphic Design or the equivalent. Knowledge in marketing and PR a plus.

Experience/Skills

- 5 years experience as a graphic designer.
- Creative knowledge and experience with developing brand, print collateral, advertising, ad banners and other marketing materials for print and web media.
- Ability to manage multiple projects and stay organized.
- Attention to detail required.
- Strong organizational and project management skills to meet deadlines. Works efficiently and independently.
- Experience preparing production ready files that meet layout, type, color expectations and guidelines for final product.
- Possesses strong design skills including screen layouts, information and directional design, typography, and an exceptional eye for detail.

Partnership

- Must be willing to partner with values, vision and direction of Cornerstone Bible Fellowship by becoming a member.

Personal Characteristics

- Be a committed follower of Jesus Christ who demonstrates spiritual maturity and models an authentic personal relationship with the Lord.
- Genuine love for God's people and His church.
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