



**CORNERSTONE
CHURCH**

POLICIES

Approved 2/2023

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Preamble

This Policy Book is to provide the church with guidelines for effective operation. All previous policies are hereby null and void. Policies can be amended or removed by a simple vote of the Elder Board. The church constitution has precedent over any policy contained here in.

VISION

Why?

Cornerstone Church exists to make disciples of JESUS who love GOD deeply and love others genuinely.

How?

Make Disciples Continuously

- Discover - Helping those in our community discover who JESUS is and what a life in HIM is.
- Develop - We are to provide environments for believers to develop their relationship with CHRIST through large, medium, and small gatherings.
- Do - providing opportunities and encouragement to serve inside and outside the church with the resources of GOD.
- Deploy - Equipping and supporting those called to serve GOD in leadership inside and outside the church.

What?

LOVE GOD Deeply

- Worship Completely – All we are and do is to reveal GOD as HE is. John 4:23, Romans 12:1-2, 1Corinthians 10:21
- Pray Always - Live a life of constant personal and corporate Communication with GOD. Matthew 6:9-13, 1Thessalonians 5:17
- Word centered - GOD's Word is the source of truth we rely on to understand who GOD is and how we are to serve HIM. John 8:31, 2Timothy 3:16
- SPIRIT Surrendered - A life yielded to the indwelling power of the HOLY SPIRIT. Becoming a life that exhibits the fruit and the gifts of the SPIRIT. Galatians 6:8, Romans 8:5-6
- Holy Humility – A growing awareness of who we are with and without GOD. Philippians 2:1-11, Matthew 23:11-12

LOVE Others genuinely

- Serve the Need – always looking for ways to meet people's needs in our families, church and community. Luke 10:25-37, Ephesians 4:28, 1Peter 4:10
- Speak Truth – Sharing the gospel of JESUS and the truth of HIS word with gentleness and respect. Luke 4:43, Acts 20:20-21
- Share Life – building deep meaningful relationships resulting in transparency and spiritual growth. John 15:12-17, 1Thessalonians 2:8

EXECUTIVE PASTOR

Areas of Accountability

- Is accountable to the Lord through the leadership of the church.
- Is accountable to the membership to maintain a life in accordance with the scriptural standard of Elder.
- Answers to the Elders in the spiritual, ministry and people concerns of the church.
- Job performance is annually reviewed by the Elder Board.
- Agrees with our Cornerstone's statement of Beliefs

As Cornerstone's Pulpit Overseer

- Takes responsibility for the pulpit along with the Elders, including preaching on a regular basis.
- Will train and coach preachers who will engage the congregation in GOD's word effectively.
- May officiate at weddings, funerals, administers baptisms as well as the dedication of children.

As Cornerstone's Leader

- In close consultation with the chairman of the Elders, prepares agendas and leads/assists in leading the Elder meetings/prayer time.
- Discerns and gives direction for the overall vision of Cornerstone.
- Takes primary responsibility in areas where problems, issues, conflicts cannot be resolved at lower levels.
- Ensures the church is properly represented in matters of business and community.

Staff Management

- Makes the development of leaders, paid staff and volunteers, a top priority.
- Works collaboratively with staff in areas of vision implementation.
- Supervises all staff and monitors that they remain on task and accountable.
- Oversees the staff's work schedules, goal-setting and personal development.
- Performs hiring and dismissal of staff in partnership with the Elders.

Disciple Making

- Encourages, resources, and motivates the congregation to share the Gospel.
- Personally engaged in small group(s) for the purpose of discipleship.
- Involvement in one-on-one disciple making.
- Available to regular church attendees for initial spiritual counsel. Those needing further counseling may be referred to staff/counselor if determined appropriate.

Region & Association

- Availability to participate in ministry projects locally and overseas
- Active Member of the Larger Church of Western New York
- Represents Cornerstone at NAB functions when able.

ASSOCIATE PASTOR

Scope

The Associate Pastor is a key member of the pastoral leadership team. His outreach is primarily to adults to encourage individual spiritual growth (or formation) and discipleship. He shall assist the Executive/Lead Pastor and Elders in implementing the church vision and mission. This will be accomplished within a 40-hour work week.

Areas of accountability

- Is accountable to the Lord through the leadership of the church.
- Is accountable to the membership to maintain a life in accordance with the scriptural standard of Elder.
- Is accountable to the Executive/Lead Pastor for day-to-day ministry assignments and job performance. Work schedule to be agreed upon with the Executive/Lead Pastor.
- Job performance will be annually reviewed by the Executive/Lead Pastor.

Primary Duties

- Lead and create environments of a healthy discipleship process where people grow & mature in their faith and develop a strategy around the Vision of the Church.
- Direct oversight of small groups and leadership development for small groups.
- Direct oversight of all Men's and Women's ministries in the church.
- Training and resourcing leaders.
- Direct oversight of "First Impressions" element; move people from "window shoppers" to "ownership";
- Resource, train and catalyze outreach efforts into the larger community.
- Be on rotation of the teaching/preaching team; assist with weddings, funerals, and community events; assist in additional ministry needs as directed by the Executive/Lead Pastor.
- Involvement in one-on-one disciple making.
- Assist the Executive/Lead pastor in management and development of staff.
- Involved in discipleship as it takes place in pre-marriage/marriage counseling sessions.
- Available to regular church attendees for initial spiritual counsel. More in-depth counseling can be provided if determined appropriate.

Region & Association

- Participate at NAB functions when possible.
- Availability to participate in projects locally and overseas.
- Active Member of the Larger Church of Western New York

DIRECTOR OF CHILDREN MINISTRIES

The following are his/her primary duties within the leadership circle of the church. They are listed in order of their importance. This will be accomplished within a 40-hour work week.

Lead Shepherd for all of Children's Ministry

- Discerns God's vision for the children's ministry of the church in cooperation with Elders. Verifies and coordinates it with the church's mission.
- Ensures the children of the church are taught in a manner that conveys God's vision for the children's ministry and the church as a whole.
- Nurtures and supervises those who nurture children in the Christian life.
- May participate in various church board decisions thereby assisting in forming the vision and policy of the church.
- Actively partner with and equip parents in the discipleship of children.
- Nurtures parents of children in consultation with other pastoral staff so that they grow in their faith.

Develop Children's Ministry Staff

- Implement recruitment strategies and recruit volunteer staff
- Equip and encourage volunteer staff
- Establish and maintain schedule for volunteer staff
- Communicate regularly to volunteer staff
- Keep current on various areas of research related to: ministry, children, families, teaching, learning and leadership. Communicate this effectively to volunteer staff as needed.

Direction of Children's Programs

- Ensure compliance with safety procedures
- Determine scope and sequence for all ages Birth-5th grade
- Regularly evaluate curriculum and adjust when needed
- Divide classes and resources according to needs
- Review all curriculum material to verify correct doctrine, age appropriateness, and consistency
- Maintain safe and effective physical environments for children and staff
- Regularly evaluate current programs for effectiveness, alignment to vision, and make appropriate changes as necessary

Accountability

- Is accountable to the Lord through the Executive/Lead Pastor and the leadership of the church
- Answers to the Executive/Lead Pastor in the day-to-day operations and in any interpretation of the Church Leadership's policies.
- Answers to the Elders in Business and Church government issues
- Answers to the Elders in Spiritual, Ministry and People concerns of the church

Additional Responsibilities

- Be available to people (especially children and parents) at the church and in their homes for counsel and guidance in the Christian life.
- Accepts general ministry assignments from the Executive/Lead Pastor when these benefit the church generally and when these do not adversely affect the primary assignment
- Attends church activities and assigned committee sessions with sufficient frequency to contribute to those ministries and to ensure that the children's ministry is blended into a holistic church program

DIRECTOR OF WORSHIP AND MEDIA ARTS

The following are his primary duties within the leadership circle of the church. This will be accomplished within a 40-hour work week.

Primary Duties

- Organize and oversee all Sunday service elements except the sermon. Including the worship teams, the livestream, sound, lighting, and the décor of the worship center.
- Participate in the training and development of worship team members and sound techs. This will include care for their spiritual life as well as their ministry skills.
- To help Cornerstone people find ministries that fit their gifting, skills, and passions.
- To assist ministry heads in recruiting capable workers to fill worker needs.
- Manage, update and develop all the physical and technological aspects of the Worship Center of Cornerstone (i.e. microphones, monitors, computers, projectors, lighting.)
- Organize services for holidays and be available to assist in special events.
- Organize and oversee all audio and video equipment. Proper storage maintenance and upgrades.
- Report to the Executive/Lead Pastor weekly and annually to the congregation.
- Maintain our uploads and YouTube page.
- Practice and develop skills as a vocalist and musician. This includes learning and memorizing the music for Sundays.
- Be active in personal disciple-making and small group participation.

Accountability

- Answers to the Executive/Lead Pastor in day-to-day operations and in any interpretation of church leadership's policies in business and church government issues.
- Answers to the Elders in spiritual, ministry and people concerns of the church.

Additional Responsibilities

- Accept general ministry assignments when these do not adversely affect their primary assignments.
- Attend church activities and any assigned committee sessions with enough frequency to contribute to those ministries.

DIRECTOR OF YOUTH MINISTRIES

The following are his primary duties within the leadership circle of the church. They are listed in order of their importance. This will be accomplished within a 40-hour work week.

Primary Duties

- Discerns God's vision for the youth ministry of the church in cooperation with Elders. He verifies and coordinates it within the church's mission before it is presented to the young people or the church or is implemented in any program.
- Teaches the youth of the church in a manner that conveys God's vision for the youth group and the church as a whole.
- Nurtures and supervises those who nurture young people in the Christian life.
- Provides activities, social events, camps, retreats and missions trips for the purpose of equipping young people to know and enter the life to which the Lord has called them.
- Oversees all ministries of Jr. High and Sr. High ages.
- Nurtures parents of young people in consultation with other pastoral staff so that they grow in their parenting skills.

Accountability

- Answers to the Executive/Lead Pastor in day-to-day operations and in any interpretation of Church Leadership's policies.
- Answers to the Elders in Business and Church government issues.
- Answers to the Elders in Spiritual, Ministry and People concerns of the church.

Additional Responsibilities

- Be available to people (especially young people) at the church and in their homes for counsel and guidance in the Christian Life.
- Accepts general ministry assignments when these do not adversely affect his primary assignments.
- Attends church activities and assigned committee sessions with enough frequency to contribute to those ministries and to ensure that the youth ministry is blended into a holistic church program.
- Represents the church by being visible in the community and at youth-oriented events.

RESPONSIBILITIES OF MEMBERSHIP

To become a member of Cornerstone one must willingly place themselves under the spiritual authority of the eldership of Cornerstone and allow their life and conduct as a believer to be accountable to this local body of Christ. A person's relationship with GOD is very personal and yet there is a crucial corporate element. This list is neither exhaustive nor a legalistic code for holiness. It is merely a guide that we voluntarily agree to work within so that we are unified as a local body of Christ.

Members agree:

1. To attempt, by life and word, to be a light to a lost world.
2. To be personally praying and studying the Word of GOD.
3. To serve the LORD in at least one ministry inside or outside the church.
4. To be part of at least one smaller Cornerstone gathering for spiritual nurture and growth. (i.e. Home Bible Study, Sunday School, Wednesday Prayer Meeting or another regular intimate meeting of church folks for mutual edification and growth.)
5. To regularly attend a corporate worship service of Cornerstone.
6. To contribute to the financial support of Cornerstone and its ministries as the LORD provides.
7. To make every effort to attend the one scheduled congregational budget meeting per year and elections every other year as well as any special meetings that may be called.

Elder Job Description

Eldership is a high honor and a demanding calling. Elders are the overseers for the spiritual well-being of the church. The spiritual life and direction of the congregation has a lot to do with the character of the men who lead it.

An Elder must:

1. Be committed to God. That means he must have a personal relationship with Jesus Christ, which is expressed by regular Bible study, devout worship, eager fellowship, a willing witness and an active prayer life. An elder must pursue holiness in his daily life. He must be concerned about living a life of obedience to God and without reproach.

2. Be committed to Cornerstone. Unless hindered by other ministries, travel or sickness, an elder must attend the public services with a heart to minister to people. All special and governmental meetings must be a priority to him.

3. Be committed to his fellow elders. Being an elder he must commit to regular times of prayer with other Elders and to attend Elder Board meetings scheduled at regular intervals. At meetings he is expected to speak openly about God's desires for the church, even though his views may differ from others. These opinions may be voiced in the meetings, but it is required that elders hold in confidence all sensitive matters that are discussed.

4. Be committed to servanthood. Elders are servant leaders and must therefore be willing to serve the church family. His responsibility is to minister to his peers by public and private prayer, by an exemplary lifestyle and by personal ministry to the people of Cornerstone. As an elder he is to participate in the discipline of the wayward people, in anointing of the sick and in counseling the troubled. Each elder is expected to fulfill an area of responsibility assigned to him.

5. Be committed to discipleship. An elder must work with small groups of believers in a way that facilitates their spiritual growth. This includes praying with them and for them, helping them to understand and apply the Word. In short, he is to join in pastoring people.

6. Be committed to evangelism. He must strive in life and in word to win the lost. He must make the most of the opportunities God gives to share the gospel.

7. Be committed to the spiritual well-being of the pastor. An elder is to pray for, encourage and exhort the pastors of the church. With the entire board he is to hold pastors accountable for their spiritual journey and ministries within the church. Elders perform a yearly evaluation of the pastors and regularly keep them informed of any issues which may impact their effectiveness.

The following Scripture portions apply to elder ministry.

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. 1 Timothy 3:1-7

An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless--not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. -- Titus 1:6-9

To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers--not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away. -- 1 Peter 5:1-4

Deacon Job Description

A deacon is a high calling from the Lord. He holds a biblical office in the church whose chief responsibility is to take care of the church family's needs. The congregation shall elect a committee of deacons to oversee benevolent needs, Sunday worship service environment and large church needs. For the fulfillment of this work they may recruit men of the church to work with them. They shall assist the elders in benevolent work of the church. This committee shall choose its chairperson from among its members.

A deacon must:

1. Be committed to God. That means he must have a personal relationship with Jesus Christ, expressed by regular Bible study, worship, fellowship, witness and an active prayer life. A deacon must pursue holiness in his daily life. He must be concerned about living a life of obedience to God and be without reproach.

2. Be committed to Cornerstone. Unless hindered by other ministries, travel or sickness a deacon must attend the public services with a heart to minister. All special meetings and governmental meetings must be a priority to him. A deacon is responsible to discern the needs within the church family, and work to meet those needs while maintaining an accountable relationship to the Elder Board and a cooperative relationship with the Deaconess Board. A deacon is expected to report any spiritual concerns to an elder and work with him to resolve them.

3. Be committed to his fellow Deacons. Being a deacon, he must commit, whenever possible, to regular attendance at deacon's meetings. He is required to keep all sensitive matters strictly confidential.

4. Be committed to servanthood. A deacon is a servant leader and therefore must be willing to serve the church family. His responsibility is to minister to his peers by public and private prayer, by an exemplary life and by personal ministry to the people of Cornerstone. As a deacon he is to be available to counsel the troubled, visit the needy and communicate any needs to the larger church. Each deacon will be assigned a special area of responsibility through the year. (i.e. Chairman of the Deacons, Benevolence, Elders representative, etc.) With the Deacon Board he will aid the elders in the observance of the Lord's Supper. Other responsibilities include care of the church family while it is assembled, setting up facilities for various meetings, and to minister to the physical and spiritual needs of the larger body of the church.

5. Be committed to discipleship. A deacon must work in small groups of believers in a way that facilitates their spiritual growth. This includes praying with them and for them, helping them to understand and apply the Word.

6. Be committed to evangelism. He must strive in life and in word to win the lost. He must make the most of the opportunities God gives to share the gospel.

The following Scripture portions apply to deacon ministry.

In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word." This proposal pleased the whole group. - Acts 6:1-5

Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus. -- 1 Timothy 3:8-13

Paul and Timothy, servants of Christ Jesus, To all the saints in Christ Jesus at Philippi, together with the overseers and deacons: -- Philippians 1:1

Greeters

Any person who wants to serve at Cornerstone Church as a Greeter...

- Has a personal relationship with God by placing their faith in Jesus Christ
- Is a regular attendee of Cornerstone Church (3+ times per month)
- Spends time with Christ daily through Scripture and prayer
- Supports the vision, mission, and values of Cornerstone Church
- Will help greet, treat, and seat every person who enters Cornerstone Church for worship services
- Will arrive at church 20 minutes prior to the start of service for prayer
- Will respond to scheduling requests in order that the Greeting Team will be properly prepared for each worship service
- Will attend meetings or trainings as they are offered
- Will not say or do anything in public light (including social media) that tarnishes the name of Jesus Christ or Cornerstone Church

If a person is a first time guest...

- They will be welcomed
- They will be thanked for their attendance
- If they have children, they will be asked if they would like to bring them to Discovery Island
- They will be walked up the stairs to the Worship Center/Sanctuary and “handed off” to an usher

If someone is in need of medical care or any other emergency notify a Security Ministry team member or any other staff member as soon as possible

Small Groups

Any person who wants to lead/teach an elective and/or a small group at Cornerstone Church...

- Is a member of Cornerstone Church
- Is a regular attendee of Cornerstone Church (3+ times per month)
- Spends time with Christ daily through Scripture and prayer
- Will attend meetings or trainings as they are offered
- Will communicate with Associate Pastor the topic or curriculum
- Will spend time in prayer and preparation for their lesson(s)
- Will not say or do anything in public light (including social media) that tarnishes the name of Jesus Christ or Cornerstone Church.

If something is shared in your group that might be harmful to any person notify a Pastor from Cornerstone Church immediately

Cornerstone Position Statement on Human Sexuality

A fundamental teaching of God's word, as it relates to human life and relationships, is the glory of healthy sexuality. We understand the Bible to teach that, as we experience our sexuality according to God's will, we come into the fullness of what it means to be human, and also to be in the image of God. At its best, highest and healthiest, sexuality provides an image of the Trinity, the interpenetration of the Persons of the Godhead existing as separate Beings, but also relating to each other in self-giving love.

Each of the two sexes is a glorious gift from God. Our sexuality is meant to be offered back to Him either in complementary unity with the opposite sex in the context of marriage for procreation and mutual delight or in celibacy for undivided devotion to Christ.

Not only do male and female together reflect the image of God, but their coming together in a marriage relationship to bring forth new life is used in Scripture as the deepest and most intimate analogy of God's relationship with His people. Throughout both Testaments, God and His people are portrayed as husband and wife or as a groom and bride. The creation account found in Genesis lays out this gender-based, matrimonial picture and sets the stage for the final, eternal union of God and His people – of Christ and His bride – described in Revelation. God created humans male and female.

Part of Cornerstone's calling as a church community, however, is to face squarely the painful, sad reality of living in a fallen world which affects everyone and everything including our sexuality. We face this reality, we grieve it, and we take measures to protect ourselves and each other from further pain and possible exploitation. We establish boundaries for the expression of our sexuality, as individuals and as a community, not in order to restrict our experience of God's gifts, but in order to experience them fully yet without hurting ourselves or others. And in cases in which we are hurting ourselves or others, we take appropriate steps to ensure protection, hope, healing and redemption for all concerned.

Like everything else in our present experience of God's kingdom, our experience of God-honoring and healthy sexuality is both "now" and "not yet." In this present age our understanding and experience of God's gift of sexuality will always be partial and imperfect. Because of that, although we hold our beliefs and boundaries about sexuality firmly, yet we also hold them with grace and humility, without self-righteousness or coercion.

As we grow and learn together, we find that there are some behaviors and attitudes that we can affirm and encourage for our members and regular attenders, and others that we cannot.

At Cornerstone We Affirm:

- All people are sexual beings, and should fully experience their sexuality according to God's will;
- God's plan for marriage includes one woman and one man;
- Marriage is meant to be marked by exclusivity, permanence, intimacy and self-sacrificing love;
- The state of singleness, whether for a season or permanently, is equal in status to the married state;

- God intends for romantic and sexual intimacy to be experienced between members of the opposite sex, and not between members of the same sex;
- God promises substantial healing from our history of sexual brokenness and pain, and provides us with resources for that;
- God intends to make the state of celibacy (abstaining from sexual intimacy) as fulfilling as the married state, and provides us with resources for that;
- Pre-marital instruction and the performing of wedding ceremonies are privileges within our community and not rights, and we offer these services and ministries within the context of these principles and guidelines;
- The full privileges of membership, service and leadership belong to those who are willing and able to join us in our commitment to these principles and guidelines.

At Cornerstone We DO NOT Affirm:

- Sexual relations between men and women, apart from marriage;
- Cohabitation, or "living together," apart from marriage;
- Romantic or sexual involvement between members of the same sex, or the nurturing of such relationships;
- Romantic or sexual involvement between adults and children, or exposing children in age-inappropriate ways to sexual concepts and behaviors.
- The changing of one's biological gender given to them by GOD to another.

Even though there are some behaviors and relationships we are not able to affirm, and some boundaries we must maintain, we want Cornerstone to continue to be a community in which all those who desire to follow Jesus and grow in discipleship are welcomed. We affirm the essential worth of all people and God's love for them through the gospel, wherever they may be in their journeys.

We want to continue to learn and grow together and invite you to contact Cornerstone Elders with any questions, comments, or concerns about any aspect of this Position Paper.

Cornerstone Church Personal Safety Procedures

Cornerstone Church is concerned about the safety of children and vulnerable adults. If you would like more information regarding our policies and procedures, please visit our church office or speak to a pastor or elder.