

## Open Position – Family Ministry Director

Organizational Role:	Grace Community of Tyler (Education and Church)
Direct Report to:	Executive Pastor of Ministries with dotted line to Head of School
Compensation:	Salary: \$50-70K, commensurate with experience
# of Hours:	Full-time at approximately 45 hours per week
Office/Remote:	Office: 50% office, 50% at school/EE location or meeting with leaders
Office Location:	3105 University Boulevard, Tyler, Texas
Alternate Locations:	All Grace Ministry Campuses
Work Days:	Monday - Thursday 8 AM - 5 PM and Friday 8 AM to Noon
Alternate Work:	Some weekends and evenings dependent on programming
Church Attendance:	Grace Community required, due to the nature of this position

### Statement of Purpose:

The **Family Ministry Director** exists to develop a vibrant missional environment of spiritual growth for parents and families at Grace Community that leads them to be and make disciples for the glory of God.

### Who You Are

You love Jesus and seek Him to guide you in all areas of your life. Your participation in a thriving church community, Bible Study, and other events that build your faith are vital to your growth as a Christian leader.

Your natural tendency is forward thinking with medium-term strategies and goals. The entrepreneurial spirit that drives you allows for reasonably swift decisions when needed. Being second-guessed hinders your ability to execute plans, so alignment between your understanding of the work and the organizational goals must be clear and unambiguous. Clarity and overarching organizational structure give “space” to work well, particularly as this role evolves.

You are clear about maintaining control of goals and direction and easily develop systems to assist in effective management of projects and people. You enjoy delegating in order to see others achieve and gain expertise. Because you do not have direct reports in this role, collaboration comes in the form of partnering with multiple people and areas within Grace.

Motivating others feeds your spirit, and your optimism feeds those around you. These are both important for you and those you serve due to the amount of change anticipated as this role launches. You are intense and driven with a deliberate approach to tasks, but your patience balances any perception of impulsivity or decisions that may seem arbitrary.

## Who We Are

Grace Community Church is a non-denominational, multi-site church including an integrated Hispanic Campus. Serving an increasingly diverse, multi-generational, multi-cultural population, we are about being disciples who make disciples of Jesus Christ. As we go, we focus on faith without too much concern with the externals of religion. This means we act the same way on Monday as we do on Sunday, wholeheartedly committed to the Worship of God, fully engaged in the Mission of the Gospel, and intimately connected to the Community of Believers. In addition to the ministry of the church, Grace Community operates a nationally recognized K-12 Christian School and one of the leading Early Education Centers in the region. Because we believe we are better together, we value a true team environment, a culture of wise counsel, and leadership at a round table.

### Staff Benefits:

- Generous Health Benefits:
  - Pre-funded HSA
  - Dental
  - Vision
  - Life insurance
- A retirement plan with up to 3% matching funds
- Wellness care
- Our robust PTO is pretty nice
  - Vacation
  - Holiday
  - Sick pay
  - Floating holidays
- Tuition Assistance (guidelines apply)

### Other benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- New office space
- A culture of genuine love and tangible support
- Professional and personal development

### Roles and Responsibilities:

- **Oversee** the design, organization, and implementation of the parent education and equipping ministries of Grace Community (including Grace Community Church, Grace Community School, and Grace Early Education).
- **Build** an integrated scope and sequence of parenting curriculum/programming from birth to adulthood.
- **Collaborate** with the Grace Student Ministries (GSM) Global Director, Grace K!DS (GK) Global Director, Grace Community School (GCS) Head of School, and Early Education (EE) Executive Director to integrate the parent equipping ministry programming of Grace Community of Tyler.
- **Multiply Disciples** "...go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything I have commanded you."
  - *Expectation:* Actively pursue parent leaders in personal, one-on-one disciple making relationships.

- **Lead a team** of parent volunteers to strategize, plan, and implement missional and educational efforts to disciple and equip parents in order to strengthen families. The desire is to build up the next generation of the church through the vigorous, intentional, active engagement, education, and discipleship of children within the home.
  - *Expectation:* Develop a cross-campus and cross-ministry leadership team that meets regularly and serves the larger Grace community.
- **Provide care, counsel, and direction** for parents, and equip team members to do likewise.
  - *Expectation:* Regular office hours as well as some evenings and weekend space should be made available for this ministry. Additionally, equip a team of lay leadership for this purpose.
- **Be a teammate.** Be a collaborator as you seek to maximize resources of all campuses and ministry segments. This includes active prayer for the ministries, people, staff, and leadership of Grace.
  - *Expectation:* Seek out wise counsel from and offer support to the Grace community.
- **Steward resources.** Seeking to do more with less without compromising excellence or impact.
  - *Expectation:* Meet or exceed budget expectations while producing a positive guest experience.

### Support Structure and Working Environment:

This position reports to the Executive Pastor of Ministries with a dotted line reporting to the Head of School. The primary office is in Tyler, however, this person will also have responsibilities at all Grace ministry campuses. The work week is targeted at 45 hours, however, seasonal times may require heavy workloads including evenings and weekends. This position does not currently have direct reports but rather will require leadership by influence. In order to maintain consistent communication and collaborative efforts, at least 50% of the work week should be spent in the main office.

Grace Community offers a business casual dress code, weekly staff prayer meetings, serious pursuit to make disciples, and Christ-centered culture. A competitive benefits package, well-being care, and commitment to spiritual growth and personal and professional development are just a few examples of leadership priorities for staff support and engagement.

### Qualifications:

- Bachelor's Degree
- Mature faith in Jesus Christ
- Experience serving in and love for the local church
- Preference will be given to those with experience in educational settings
- Preference will be given to those who have life experience parenting children
- Evidence of servant leadership and effective teaching

- Ability to communicate vision for parenting
- Ability to recruit and develop new leaders
- Excellent interpersonal skills and team-player mentality
- Analytically and socially inclined
- Comfortable working in a fluid, fast-paced, and collaborative environment