

## Open Position – Family Ministry Director

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| Organizational Role:      | Grace Community of Tyler (Education and Church)                       |
| Direct Report to:         | Executive Pastor of Ministries with dotted line to Head of School     |
| Salary:                   | 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 Work Locations: | All Grace Ministry Campuses   |
| Work Days:                | Monday - Friday (regular office hours)                                |
| Alternate Work:           | Some weekends and evenings dependent on programming                   |

### 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.

### What We Believe

Grace Community is about being and making disciples of Jesus Christ. At Grace, we're focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, fully engaged in the Mission of the Gospel, and intimately connected to the Community of Believers.

### 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 a 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

## Employee Benefit Summary

- 403(b) with employer matching funds
- Medical with optional family coverage
- Dental with optional family coverage
- Vision with optional family coverage
- Life Insurance employee coverage
- Paid time off
- Employee discount for Grace Community School tuition JrK-12th grade (discount percentage accrued over time)

## About Grace Community of Tyler

Grace Community of Tyler is the umbrella organization for Grace Community Church with three churches in Tyler (two English language campuses and one Spanish language campus) and one in Lindale and Grace Community School including Grace Early Education and grades JK-12, with two campuses in Tyler and one Early Education in Lindale. Grace Community of Tyler employs over 450 people with a combined budget of \$25 million.

Grace Community Church is focused on authentic faith while not being too concerned with the externals of religion. Our mission is to Be and Make Disciples of Jesus Christ for the glory of God. We are committed to becoming people who are actively involved in worship, intimately connected in community, and passionately engaged in God's mission. As one church meeting in multiple locations, we believe we have a unique ministry in East Texas. Grace Community Church is an elder led church and our senior pastor is Doug Clark.

Grace Community School's mission is to assist Christian families in educating, equipping, and encouraging their children to influence the world for Christ. Our school is home to more than 1,000 students in JrK through 12th grade and offers an outstanding education where the whole student is developed according to his or her gifts, talents, and passions. We want to teach Jesus, and equip students to discover and live out God's unique purposes for their lives.

Grace Early Education opens our doors each day to 450 children, and from the playground to the classroom we apply Christ-centered love to educate and grow them into who God made them to be. We seek to provide holistic care, helping children grow spiritually, emotionally, and intellectually.

## About Tyler, Texas

Centrally located in Smith County in East Texas, about 95 miles east of Dallas and 200 miles northeast of Houston, Tyler is one of the best places to live in Texas. Surrounded by piney woods, it offers residents a dense suburban feel. Many families and young professionals live in Tyler, and most residents own their homes. Here you'll find Tyler Junior College, Texas College, and The University of Texas at Tyler, multiple top-rated public and private schools, and a thriving, top-notch medical community, including CHRISTUS Health System and a new UT Health Medical School coming in 2023.

Tyler, often called "Rose City", is a wonderful place to live, work, and play. Beautiful roses, fragrant azalea trails, charming brick streets, antique shops and local museums, unique dining and cozy coffee spots, scenic lakes and first-class golf courses, and much more await all who come to East Texas. It's a wonderful place to call home.

For more about Tyler, Texas, visit: <https://www.tylertexas.com/>