

Family Ministry Director

FULL-TIME | JOB DESCRIPTION

Overview

The Family Ministry Director is responsible for leading and overseeing all Family Ministries at GracePoint Church. This includes Kids Ministry, Student Ministry, Adult Groups, Men's and Women's Ministries, Marriage Ministry, Adoption & Foster Care Ministry, and Bright Beginnings Preschool. The Family Ministry Director provides vision, coaching, and oversight to staff and lay leaders, ensuring that every ministry area works together in alignment with the mission of GracePoint Church and the GracePoint Family Ministry Model.

General Responsibilities

- Attend and actively engage in weekly staff meetings, retreats, and church-wide initiatives.
- Adhere to standard processes outlined in the staff handbook.
- Collaborate with the Lead Pastor, Family Ministry staff, and lay leaders.
- Commit to annual professional development and ministry goals.

Key Responsibilities

Leadership and Vision:

- Provide vision and strategic direction for all Family Ministries in alignment with GracePoint's mission.
- Lead, coach, and develop Family Ministry staff and leadership teams, equipping them to succeed in their respective ministry areas.
- Establish and communicate annual goals and recommend end-of-year evaluations and bonuses for Family Ministry staff.

Program Oversight:

- Ensure that ministry leaders faithfully execute age-appropriate discipleship programming for Sundays and midweek environments.
- Oversee the planning of special events such as retreats, camps, outreach projects, and seasonal family gatherings by providing direction and support to staff.
- Evaluate programs for effectiveness and alignment with the church vision.

Family Engagement:

- Champion strategies that strengthen families and equip parents as disciple-makers.
- Ensure that staff and leaders are resourced to provide families with tools, classes, and workshops.
- Support consistent communication between ministries and families about opportunities and next steps.

Volunteer Systems:

- Oversee systems for volunteer recruitment, training, equipping, and retention across all Family Ministries.
- Empower ministry leaders to build healthy volunteer cultures, while providing accountability and support.
- Foster a culture of encouragement, appreciation, and pastoral care for volunteers.

Administration & Stewardship:

- Submit and manage the Family Ministry budget, reviewing drafts from staff leaders before submission to the Elder Council for approval.
- Monitor attendance, volunteer participation, and ministry outcomes to ensure effective ministry operations.
- Maintain compliance with all church safety and child protection policies and procedures.

Collaboration:

- Work closely with other ministry leaders to align family discipleship with the church's overall strategies.
- Meet weekly with the Lead Pastor to receive updates, provide feedback, and plan.

Organizational Relationship

The Family Ministry Director reports directly to the Lead Pastor, who represents the Elder Council to staff.

This role provides direct leadership and oversight to the Children's Minister, Student Minister, Family Ministry Associate, Bright Beginnings Director, and leadership teams for Men's, Women's, Marriage, and Adoption & Foster Care Ministries, as well as Adult Small Group Leaders.

Qualifications & Requirements

- A growing personal relationship with Jesus Christ and alignment with GracePoint's statement of faith, mission, values, and vision.
- Bachelor's degree in ministry or a related field preferred; seminary training or graduate work helpful.
- Minimum of 5 years of ministry leadership experience, preferably across multiple age-level ministries.
- Strong skills in staff leadership, coaching, communication, and strategic planning.
- Experience in building and sustaining volunteer systems.
- Ability to work collaboratively across teams and ministries.
- Successful completion of a background check and child safety training.

Role Scope / Compensation

This is a full-time role consisting of approximately 40 hours per week and includes Sundays and at least one midweek ministry night. A weekly work schedule will be coordinated with the Lead Pastor.

Benefits include 10 days of paid time off annually, monthly retirement contributions to a 403(b) account, group plan insurance through Guidestone, healthcare through Christian Healthcare Ministries, and childcare through Bright Beginnings Preschool.

Base salary is contingent upon ministry experience, training, and education.

Application Process

To apply for the Family Ministry Director position at GracePoint Church, please submit your resume and a cover letter detailing your previous work. Applications can be emailed to apply@gracepointcoppell.org or submitted in person to the church office.