

Purpose and Core Values

Mission of Grace Community Church: Grace exists to be disciples and make disciples for the Glory of God.

A disciple is somebody who follows Jesus as they

- Give more and more of their heart and WORSHIP to God daily.
- Strategically get involved in the MISSION of the gospel.
- Live connected with others in the COMMUNITY of believers.

Statement of purpose describing the position in the context of the mission statement and core values of GCC: The OJ Preschool Director at GCC exists to move the mission of Grace forward by directing, leading and igniting our Preschool Ministry towards Kingdom centered growth. This includes discipleship of leaders and families involved in preschool ministry and working with our Grace K!DS Team to carry out the mission and vision of Grace Community Church.

Roles and Responsibilities

Specific functions: Work with our Grace K!DS Team and the people of Grace Community Church to:

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, and teaching them to obey everything I have commanded you."

Promote Unity: Seek wise counsel, find collaborations, build and encourage teammates, serve where needed outside role.

Steward the Resources: Seek to do more with less without compromising excellence or impact.

Leadership Responsibilities:

- **Innovator capable of setting systems and strategies in place to execute vision and mission of Grace K!DS on a weekly basis**
- Lead Nursery and Preschool area for weekend services and provide vision, leadership and direction to the leaders and families
- Oversee set up and tear down of rooms for weekend services
- Assign and schedule nursery and preschool leaders in small and large group weekly, providing adequate coverage when leaders are out
- Edit, Prep, distribute and oversee implementation of First Look Curriculum for Nursery and Preschool materials including Host, Story Teller and Worship, including curriculum and schedule is distribution to leaders via CCB
- Monitor and evaluate health of small groups and assist Lead Director in overseeing size and ratio of small groups adding additional groups when size demands
- Reproductive Leadership
- Build an atmosphere where Grace K!DS vision is known well
- Build relationships with leaders and families
- Invest in and train Nursery and Preschool coaches
- Attend weekly staff meetings and monthly Grace Kids Global Staff Meetings
- Assist in communicating Grace Kids Policies & Procedures to volunteers

GRACE K!DS PRESCHOOL DIRECTOR OLD JACKSONVILLE

- Assist the Grace K!DS Team with special Grace K!DS programming and events
- Ensure Curriculum and schedule is distributed to leaders via CCB
- Perform any other duties necessary for the success of Grace K!DS

Grace K!DS Community Team Lead which includes:

- Overseeing and assisting Grace K!DS Community Site Coordinator in all hiring, managing, training and dismissing the Grace K!DS Community staff
- Lead & mentor Site Coordinator to model a contagious attitude of enthusiasm, friendliness and FUN while maintaining a team atmosphere among the staff.
- Evaluate, update and implement security measures assuring all Grace K!DS Community staff has adequate training and certification
- Allocating the facilities required to accommodate the staff and children, including the set-up and take-down

Support Structure and Working Environment

This position reports to the Grace K!DS Lead Director with a primary work space at the Tyler offices. Average work week target is 40-45 hours. However, there will be seasonal times that require heavy workloads. Because of the highly relational nature of the position, it is expected that time will be spent out of the office. However, in order to maintain consistent communication and collaborative efforts, at least 50% of a normal workweek should be spent in the main office.