

Family Ministry Associate Director

- **Reports to: Family Ministry Director**
- **Lubbock, TX - Full-Time/On-Site**

The Family Ministry Associate Director (AD) will serve as a key leader by ensuring that the systems, events, and Sunday operations of Redeemer's Family Ministry are implemented with excellence. This role goes beyond task support; it emphasizes systems building, people development, and evaluation of ministry effectiveness—translating vision into action through detailed planning, volunteer support, and effective logistics. The AD helps create a consistent, welcoming, and gospel-centered environment for families and children.

Who you are:

- Passionate about teaching the Bible to children and seeing them come to faith in Jesus.
- Task-oriented, organized, administratively gifted, and loves building efficient systems.
- Skilled in logistics management, event coordination- ensuring smooth operations for family ministry events and activities.
- A relational leader who enjoys equipping others to serve.
- Comfortable working both behind the scenes and in front of people.

What you'll do:

- Ministry Operations and Sundays
 - Own all Sunday morning logistics, including pre-planning, printing, tech prep, resetting classrooms, and ensuring operational efficiency on-site.
 - Troubleshoot and resolve technology, classroom, or volunteer issues during Sunday services, before and during gatherings, by being both proactive and reactive in coordination and support.
 - Maintain classroom supply stock and resource updates to support weekly events.
- Event Leadership and Execution
 - Lead the planning, recruitment, communication, and execution of key Family Ministry events, including (but not limited to): Family Dedications, Easter Celebration, Trunk or Treat, Explore, rEcess, 4th & 5th Grade Gatherings and Grow Groups, Good News Club, Equipping Conferences and Seminars, and Christmas Gift Drive.
 - Coordinate across teams for graphics, communications, and project management timelines.
- Volunteer Development and Coordination
 - Proactively recruit and meet with volunteers.
 - Support monthly volunteer training and appreciation efforts.
 - Communicate regularly with volunteers to provide updates, encouragement, feedback, and clear expectations.
- Administrative, Systems, and Strategic Support
 - Develop and manage systems for new family integration and the check-in pipeline.
 - Calendar and event management.
- Family Discipleship
 - Partner with the Director to equip parents with resources and communication for discipling their children.
 - Collaborate with other staff to create events and connection points that foster partnerships with parents.

It'll be awesome if:

- You have experience with Planning Center, HubSpot, Asana, and G Suite.
- You have a minimum of 3 years of experience in administrative, teaching, and/or ministry roles.

Work Perks:

When you join Redeemer's staff, our prayer is that your faith will be bigger, your family will be closer, your leadership will be sharper, and your joy will be deeper. And while the biggest perk to working at Redeemer is doing work that makes an eternal difference, you'll find that's not the only benefit we offer:

- Comprehensive Medical, Dental, and Vision insurance
- Generous 401(k) retirement plan
- Paid parental leave, including maternity, paternity, and adoption leave.
- Generous employer-paid leave for the use of vacation, sick time, and other qualifying reasons.
- Personal development dollars for team members to invest in their professional growth.
- Casual dress and work environment.

Working Conditions, Requirements and Expectations:

This position receives moderate to limited supervision while working from objectives set by the team leader. Most assignments are organized and carried out in accordance with standard practices or instructions. Unusual situations are rarely handled independently in this position. This role works in a fast-paced environment with multiple interruptions. This role requires balancing daily responsibilities with maintaining a high level of concentration and stress tolerance.

The physical activity of this position includes sitting, standing, and walking for extended periods. This role requires regular written communication, as well as effective listening and speaking, and requires the ability to do so efficiently and effectively. Must be able to lift up to 25 pounds on occasion.

At Redeemer Church, every staff member and resident is a minister and is expected to fully engage in the ministry of the church. We consider ministry readiness and an individual's capacity to represent Redeemer Church's beliefs as a minister during the selection process for all staff and residents. An essential function within every position held by a staff member or resident at Redeemer Church is to uphold and represent Redeemer Church and our beliefs in all areas of personal and professional life.

This is a full-time FLSA-exempt ministerial position (40+ hours/week) Exempt; Salary. Religious workers not covered by FLSA are not entitled to overtime or minimum wage.

Updated:10/22/25