

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Associate Pastor

Summary: The Associate Pastor works closely with the Lead Pastor to shepherd, extend pastoral care, develop leaders, cultivate ministries that foster greater spiritual maturity, and broaden Bethany Northeast's missional engagement.

Location: Bethany Northeast

Reports to: Bethany Northeast Lead Pastor

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

- **Oversee adult discipleship and the growth and use of spiritual gifts of congregants**
 - Develop, equip, and care for robust Sunday morning volunteer teams
 - Supervise various adult ministries (i.e. Post College/Early Career, Boomers, Men's, and Women's Ministries, intergenerational activities, marriage and parenting groups)
 - Lead engagement with Bethany-wide ministries and programs (i.e. Bethany Wilderness Ministry, Local and Global Mission, Faith and Work, Racial Reconciliation, Alpha, Stephen and Deacon Ministries)
- **Establish and provide leadership to encourage a culture in which each congregant belongs to and enthusiastically engages in healthy, smaller communities (Small Groups, Neighborhood Groups, Bible studies, etc.).**
- **Shepherd the community**
 - Lead and assist in worship
 - Preach and teach on a regular basis
 - Provide pastoral care and demonstrate compassion in times of need
 - Officiate weddings and funerals
 - Maintain a prominent public role in each worship service
- **Proactively build relationships with attendees, local residents, and neighborhood organizations**
 - Implement innovative approaches that engage newcomers
 - Invite neighbors from the broader Northeast Seattle community into the life of the church
 - Build relationships with local faith communities and churches, as well as community based organizations
- **Participate as a member of the Bethany Northeast and Bethany Community Church Staff, and perform other duties as the situation arises or as assigned by supervisor.**

QUALIFICATIONS

- **Demonstrates the virtues and qualities of a devoted follower of Jesus Christ**
- **A loyal team player who is committed to the mission, values, and vision of Bethany Community Church**

- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, congregant focus, and the ethics of servant leadership demonstrated by Christ
- An experienced leader with proven capacity to identify, mobilize, and equip high-level volunteers
- Excellent verbal and written communication skills, and the ability to effectively teach God's Word in various contexts
- Proven administrative ability, a self-starter, and well organized
- Willing to complete the Pastoral Licensing requirements set forth by Bethany Community Church within six months of start date (if applicable)
- Completed Seminary degree (may consider applicants currently enrolled in an accredited Seminary program)

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 40+ hours/week
<i>Physical Demands:</i>	Must be able to work in a shared office environment, often at a computer workstation. Must be able to adapt to working at various locations. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions:</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking. Bethany Community Church is a non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.