

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Family Ministry Associate**

**Summary:** The Family Ministry Associate is responsible for the coordination and strategic support of Children's Ministry (nursery – elementary) at Bethany Northeast.

**Location:** Bethany Northeast

**Reports to:** Director of Family Ministry

**FLSA Status:** Part-time, Non-exempt

**KEY RESPONSIBILITIES**

- Organize and execute tasks to support the ongoing success of Sunday morning Children's Ministry
  - Schedule, prepare, and encourage volunteers in Children's Ministry
  - Recruit and train volunteers in collaboration with the Director of Family Ministry
  - Coordinate Sunday morning set-up, volunteers, and classroom programs in collaboration with the Director of Family Ministry
  - Assist in editing and preparing curriculum materials for Children's Ministry programs in collaboration with the Director of Family Ministry
- Oversee regular administrative tasks associated with Family Ministry
  - Update information in family database
  - Track, order, and organize classroom supplies
- Contribute to the vision and planning of the Family Ministry programs
  - Participate in the planning and oversight of Vacation Bible School
  - Support welcome processes for new and expectant families
  - Coordinate select Children's Ministry programs (i.e., Tuesdays in the park, meal train)
  - Attend Bethany Northeast Staff Meetings, Children's Advisory Team meetings, and maintain regular office hours with the Director of Family Ministry
- Participate as a member of Bethany Northeast and Bethany Community Church Staff, and perform other duties as situation arises/assigned by supervisor

**POSITION QUALIFICATIONS**

- Demonstrates love for children and an excitement to guide them towards Christ
- 1-3 years of experience in children's ministry programming or children's education; experience with early childhood and multi-site children's ministries preferred
- Demonstrates strong interpersonal skills
- Possesses excellent verbal and written communication skills
- Self-directed; demonstrates entrepreneurial problem-solving capacity
- Comfortable identifying, recruiting, and encouraging volunteers for children's ministry
- Able to comfortably step into a classroom and participate effectively in a direct instructional or support role
- Able to make a positive contribution to a staff culture that aspires to excellence, teamwork, and the ethics of servant leadership demonstrated by Christ
- An evident and thriving faith in Jesus Christ

- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Baccalaureate degree preferred

### OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical schedule is Sunday through Thursday (Sunday mornings, Tuesday afternoons, and other hours to be determined upon hire), 15 hours/week
<i>Physical Demands:</i>	Must be able to move and be on your feet for 3-4 hours at a time on Sunday mornings. Must be able to lift small boxes and/or equipment up to 40lbs.
<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 early 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 requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Paid Safe and Sick Time

*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.*

