

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Director of Family Ministries and Community Life

Summary: The Director of Family Ministries and Community Life inspires and leads the congregation in the Christian faith formation of children, youth, and families, and creates opportunities to build deeper connections with each other and the greater community.

Location: Bethany West Seattle

Reports to: Bethany West Seattle Lead Pastor

FLSA Status: Exempt, Part-Time

KEY RESPONSIBILITIES

- Create and oversee dynamic ministries that lead children and youth into a growing relationship with Christ and empower families/caretakers to become primary nurturers of their children's faith
 - Create, plan, and oversee Sunday worship and learning experiences for children and youth
 - Develop age-appropriate curriculum that engages children and youth of diverse backgrounds (culturally, ethnically and socio-economically) and nurtures faith in Jesus
 - Create a vibrant, dynamic and safe environment through managing Family Ministries areas that are safe, clean, and appealing to children and families
 - Establish holistic approaches and healthy lines of communication between Family Ministries and the life of the church
 - Incorporate various facets into Family Ministries programs (e.g. music, midweek, serving, seminars, etc.)
- Engage the vision of God's design for humanity to be in community with one another through facilitating smaller group experiences
 - Create a culture where each person finds value and enthusiasm in being part of healthy smaller communities
 - Creatively and strategically plan events, programs, and activities that encourage fellowship among all attenders and promote deeper friendships between people of various backgrounds and life-stages
 - Implement innovative approaches to attract and invite neighbors from the West Seattle community
- Develop robust and healthy volunteer teams for Family Ministries and Community Life
 - Recruit, equip and empower volunteers of various backgrounds and life stages to maximize influence and reach
 - Create clear and efficient systems and processes for recruiting, training and equipping volunteers
 - Create a culture of affirmation, celebration and vision
- Perform other duties as a member of the Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION 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, customer service, and the ethics of servant leadership demonstrated by Christ
- Extremely self-motivated and organized, with strong follow-through and ability to work in a fast-paced environment
- Experience working in diverse populations, demonstrating cultural competency
- Bachelor's Degree in related field
- Five years of relevant experience
- Basic computer skills required, proficiency in various technological platforms (Microsoft Office, Google applications, and church management platforms) preferred

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 21+ hours/week. Must be available on Mondays at Bethany Green Lake and Sundays and Wednesdays in West Seattle.
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. 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 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>	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.