

**BETHANY COMMUNITY CHURCH NORTH**  
**JOB DESCRIPTION**

**Ministry Associate**

**Summary:** The Ministry Associate will provide leadership and support in Bethany North's welcome ministry, Sunday operations, project manage special events/services, and manage social media.

**Location:** Bethany North

**Reports to:** Associate Pastor

**FLSA Status:** Non-exempt, 21 hrs/week (Part-Time)

**Pay Range:** \$22.00 - \$24.50

**KEY RESPONSIBILITIES**

- Execute Welcome Ministries' vision, culture, and integration with staff colleagues and other ministries, including next steps for guests. Lead welcome ministry in recruiting, onboarding, developing, empowering, and scheduling welcome volunteers (Greeters, ushers, hospitality, security, parking). Create and enable a culture of excellence with the volunteer team.
- Direct Sunday operations, including setup and teardown, safety and security, and manage the details of the morning (everything outside of the worship room). Be an active voice for aesthetic quality control in the lobby, entrances, and parking areas. Continue to create a culture of invitation, service, excellence, and joy.
- Project manage special events such as Easter, Christmas, Fall Kickoff, Team North events, marriage events, family events, women's & men's events, etc.
- Create engaging content and administrate Bethany North's social media platforms, such as Facebook and Instagram. Monitor site metrics, respond to reader comments/messages, and oversee engagements.

Perform other duties as a member of the Bethany North Staff, or as the situation arises/assigned by the supervisor.

**POSITION QUALIFICATIONS**

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ, including prayer, generosity, service, small group accountability, and worship at Bethany North
- Model Christ-like servant leadership by being a "player-coach" who regularly serves alongside, cares for, invests in, develops, and empowers volunteers.
- Excellent verbal and written communication skills, ability to be articulate in public forums.
- Strong interpersonal skills: invites people in and creates for them a sense of welcome, safety, and stability; relates well to all kinds of people; uses diplomacy and tact; finds

common ground and evokes cooperation; negotiates/mediates differences; deals appropriately with conflict; understands and honors personal and professional boundaries; builds community.

- Excellent project management skills, including collaboration, scope management, time management, goal-setting, organization, adaptability, communication, conflict resolution, and prioritization.
- Flexible; able to adapt to changing situations, new responsibilities, deal with ambiguity, and think clearly under pressure.
- Must be able to work Sundays and additional weekends or evenings as needed
- Self-starter with the ability to carry objectives from vision to implementation
- 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, and the ethics of servant leadership demonstrated by Christ

#### **OTHER SPECIFICATIONS**

Work Schedule:	Typical work schedule is Sunday through Thursday, 21 hours/week
Physical Demands:	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 25 lbs.
Working Conditions	Due to seasonal activity, job duties may often require additional hours and availability outside regular working hours. May require flexibility to adjust work schedule from time to time to work earlier or later than regular schedule. Must be able to adapt your approach and priorities in real-time based on shifting demands. Non-smoking buildings and environment.
Compensation:	Dependent on experience.

*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.*