

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Ministry Associate for Hospitality**

**Summary:** The Ministry Associate for Hospitality will lead Bethany Green Lake's efforts to welcome and serve each guest who enters our doors for a worship service.

**Location:** Bethany Green Lake

**Reports to:** Green Lake Director of Worship

**FLSA Status:** Non-exempt, Part-time (20-22 hours/week)

**KEY RESPONSIBILITIES**

1. Collaborate with Green Lake Worship Director and leadership to develop a vision for hospitality and a culture of invitation, service, excellence, and joy.
2. Oversee recruiting, training, team-building and leadership development of all Hospitality Teams and Team Members (including: Greeters and Ushers, Communion and Coffee/Hospitality). Build a ministry leadership team of 6 - 8 people to lead ministry operations and train new team members. Assess, expand and adjust teams as needed to fulfill the vision for hospitality at Bethany Green Lake.
3. Ensure that all Hospitality Team service tasks are completed with excellence by Team Leaders and Team Members each Sunday. Model Christ-like servant leadership by being a "player-coach" who serves alongside, cares for, invests in, and empowers Hospitality Team Leaders.
4. Participate as a Bethany Green Lake Staff member and perform other duties as situation requires or as assigned by supervisor.

**POSITION QUALIFICATIONS**

- A mature Christian committed to the ministry and mission of Bethany Community Church
- 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
- Strong organizational skills with the ability to analyze and interpret data, gather and organize resources (people, funding, materials, support) to get things done, and orchestrate multiple activities at once to accomplish a goal

- Flexible; able to adapt to changing situations, new responsibilities, and think clearly under pressure, recalling small details, and acting efficiently and prudently
- 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
- Computer literate with competence in word-processing, calendar and email
- Baccalaureate degree preferred

### **OTHER SPECIFICATIONS**

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 20-22 hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	<p>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.</p> <p>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.</p> <p>Non-smoking building and environment.</p>
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance

*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.*

