

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Director of Family Ministries

- Summary:** The Director of Family Ministries will have a clear calling to love and care for the Bethany West Seattle children, as well as a desire for the children, their families and caretakers to fully experience the love of Jesus Christ. The Director will oversee all aspects of Family Ministries (birth–high school), shepherding, equipping, and celebrating volunteers and staff by aligning with Bethany’s vision to come alongside families in cultivating and deepening the faith of their children.
- Location:** Bethany West Seattle
- Reports to:** Bethany West Seattle Lead Pastor
- FLSA Status:** Non-exempt, Part-time

KEY RESPONSIBILITIES

- Plan and execute vision for Family Ministries
 - Develop age-appropriate curriculum that is engaging for children and students of diverse backgrounds (culturally, ethnically, and socio-economically) in order to nurture their faith in Jesus
 - Create a culture of supporting parents and caretakers to become the primary spiritual leaders for their children and students
 - Provide multifaceted Family Ministries that includes music, midweek programming, service opportunities, and seminars
- Develop robust and healthy volunteer teams for Family Ministries
 - Recruit, equip, and empower volunteers from various backgrounds and life stages to maximize influence and reach
 - Create clear and efficient systems and processes for all aspects of Family Ministries
 - Develop a culture of affirmation, celebration, and vision
- Create a vibrant, dynamic, and safe environment for Family Ministries
 - Design an appealing space for children and families
 - Manage physical spaces for Family Ministries, ensuring safety and cleanliness
 - Establish and foster healthy lines of communication between Family Ministries and other ministries within the church
 - Plan and execute Family Ministries programs and/or childcare for seasonal services and other events
- Contribute to and participate in a healthy staff culture
 - Participate in appropriate Bethany-wide and Bethany West Seattle staff meetings, as well as church events and activities
 - Promote staff unity; support and assist colleagues
- Perform other duties as situation requires or as assigned by supervisor
 - Manage a secondary ministry based on gifts, skill and passion
 - There will be times when tasks outside of primary job will be assigned

POSITION QUALIFICATIONS

- Proficient in or willing to learn how to use Microsoft Office, Google applications, and other technological platforms—experience with Planning Center and Arena a plus
- Bachelor degree in related field, Master degree preferred
- Five years of relevant experience
- Culturally competent, with experience working in diverse populations
- Highly organized with strong attention to detail
- Extremely administrative, strategic and process oriented
- Extremely self-motivated with strong verbal and written communication skills

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 20 hours/week. Must be available on Mondays at the Green Lake location 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 various factors, much of this work is carried out in multiple locations, and will require reliable transportation and flexibility. 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 nature of the work 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 buildings 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.