

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Green Lake Seasonal Staff

Summary: The Green Lake Seasonal Staff participates in a unified cohort with other Green Lake Seasonal Staff, serves in a particular ministry area, and collaborates with the entire Green Lake team with the goal of supporting Green Lake's relaunch of in-person programming alongside on-going digital ministries.

Location: Bethany Green Lake

Reports to: Head of ministry area focus

Classification: Temporary Part-Time (20 hours)
May 1, 2021 – Aug. 31, 2021 (with option to apply for additional season)

FLSA Status: Non-Exempt, Part-time

KEY RESPONSIBILITIES

- Partner with staff and volunteers to support Sunday services, both physically and digitally
- Collaboration and administrative duties as suitable to the particular ministry area focus and as assigned by manager
- Participate in the Seasonal Staff Cohort, relevant staff meetings, and major ministry events at Bethany Green Lake

WEEKLY OVERVIEW

**Sunday Morning support would be the primary ministry focus of Seasonal Staff, with midweek programming and projects as secondary. Participating as a member of GL staff (and in department team meetings) would also be essential.*

- Sunday: 6 hours, specific schedule planned with supervisor
- Monday: 9am-3pm - includes weekly cohort check-in and either BCC All Staff or GL staff when applicable
- Flexible: 8 hours/week in the ministry focus area planned with supervisor
- Potential: Additional weekend and weeknight meeting(s)

MINISTRY FOCUS AREAS

- **Children, Youth, and Family Ministries (CYFM) Seasonal Staff** - partners with CYFM staff and volunteers in the relaunching of on-site children's and youth programs, helping to encourage, equip, and train volunteers.
- **Belong Ministry Focus** (part of CYFM) **Seasonal Staff** - partner with staff to engage and equip volunteers in the relaunching of the one-on-one Sunday ministry for children with special needs. Collaborate with ministries to support families of children with special needs and families that are involved with the foster care system.
- **Hospitality Seasonal Staff** - ministers to volunteers and congregants at in-person services and re-engages volunteers in the training of new guidelines for in-person serving.
- **Adult Ministries Seasonal Staff** - partners with adult ministries to develop and relaunch in-person college ministry and classes while engaging both digital and in-person experiences.
- **Information Technology Seasonal Staff** - support the IT team with the increased need of continued online worship and in-person worship.
- **A/V, Sound and/or video production Seasonal Staff** - support the IT team with the increased need of continued online worship and video production.
- **Event Planning Seasonal Staff** - partners with key staff to organize and implement plans for large scale events in the summer of 2021, as well as advance planning for the '21-'22 academic year.
- **Special Projects/Organizational Development Seasonal Staff**- support the leadership and administrative functions of Bethany Green Lake and Bethany Community Church, such as support of digital ministry development through the use of information systems, and special project management.
- **Formation Seasonal Staff**- assist in the development of content, design, and implementation of seasonal discipleship initiatives including spiritual practices for Advent and Lent. Help bring overarching vision to the 2021-2022 year via a cohesive discipleship pathway at BCC Green Lake.

POSITION QUALIFICATIONS

- Approaches daily life and work in a way that makes God's Kingdom visible.
- Pursues ongoing transformation and demonstrates authenticity and humility.
- Energized by and passionate about Bethany's mission, vision, and multi-location ministry philosophy.

- Playful, creative, and has a sense of humor.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, congregant-focus, and the ethics of servant leadership demonstrated by Christ
- Able to support and encourage leaders and volunteers
- Obtain or maintain First Aid/CPR Certification for CYFM specific roles, required. For other roles, preferred. (Accessibility to certification provided, if needed)
- Possesses excellent verbal, written, and interpersonal communication skills

OTHER SPECIFICATIONS

Work Schedule: Typical work hours include Sundays 7am - 1pm, Mondays, 9am - 3pm, the remaining hours flexible and varying as determined by employee and manager, potentially late evenings, early mornings.

Physical Demands: 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.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedules from time to time to work early or later than regularly scheduled. 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

Benefits: Sick time will accrue at a rate of one hour per 40 hours worked.

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.