

**BETHANY COMMUNITY CHURCH BALLARD**  
**JOB DESCRIPTION**

**Bethany Ballard Associate Pastor**

**Summary:** The Associate Pastor provides pastoral leadership to Bethany Ballard's growing congregation through directing mid-week ministries, shepherding congregants and overseeing all aspects of Worship Service production.

**Location:** Ballard

**Reports To:** Bethany Ballard Lead Pastor

**FLSA Status:** Part-time

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Support adult ministries, including recruiting and caring for leaders and creating opportunities for every congregant to belong to a healthy, smaller community.**
  - Equip congregant leaders for Bible studies, Gatherings, Sunday Serve teams, and Outreach.
  - Shepherd, mentor, and invest in leaders of Gatherings, Women's Ministries, Ministries, and volunteer teams.
  - Develop and implement ways to engage newcomers.
  - Plan and Participate in Community Outreach events.
  
- **Provide pastoral care and assist in shepherding the community.**
  - Provide pastoral follow up.
  - Meet with people each week for care and prayer concerns.
  
- **Coordinate Sunday experience.**
  - Be a visible point person in worship services.
  - Develop, train, and care for volunteer teams.
  - Ensure Sunday services are running according to plan.
  - Provide a point of contact for congregational concerns.
  - Create a welcoming environment that promotes community.
  - Empower and equip volunteers in their roles on Sundays.
  - Recruit, develop, train and maintain Welcome and Hospitality teams.
  - Manage "Community Life/Life of Body" aspects of the worship services, in collaboration with the Worship Director and Lead Pastor.
  - Invite and participate with volunteers and leaders in appropriate training and community events that Bethany Community Church sponsors.

- **Provide operational oversight for Bethany Ballard.**
  - Manage BCC Ballard special event calendar.
  - Facilitate communication processes and practices at Bethany Ballard.
  - Collaborate with Administrative Assistant to effectively communicate Bethany Ballard events and initiatives to the congregation using various means of communication (Video announcements, Enews, Bulletin, Social Media, and the Sunday experience).
  - Oversee Bethany Ballard's social media strategy.
  - Work alongside the Bethany Ballard team to plan events that promote campus health and community coordinating facility needs, schedule, and payments.

## **POSITION REQUIREMENTS**

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ.
- A 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, congregant focus, and the ethics of servant leadership demonstrated by Christ.
- An experienced leader with proven capacity to identify, mobilize, and equip high-level volunteers.
- Excellent verbal and written communication skills, and the ability to effectively teach God's Word in various contexts.
- Proven administrative ability, a self-starter, and well organized.
- Completed Seminary degree (may consider applicants currently enrolled in an accredited Seminary program).
- Willing to engage the Pastoral Licensing requirements set forth by Bethany Community Church within six months of start date (if applicable).

## **OTHER SPECIFICATIONS**

- *Typical work schedule*
  - Sunday–Thursday, hours/week
- *Physical Demands:*
  - Must be able to work in a shared office environment, often at a computer workstation.
  - Must be able to adapt to working at various locations. 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 schedule from time to time to work earlier 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 require multi-tasking. Bethany Community Church is a non-smoking building and environment.

### **SPECIFICATIONS**

*Part Time:* Part-time

*Compensation:* Depending on experience

*Benefits:* Full benefits for employees working 21+ hours/week including: medical dental, and life insurance.

Please submit a resume, cover letter and video or audio sample to Holly Haney, hollyh@churchbcc.org