

## BETHANY COMMUNITY CHURCH JOB DESCRIPTION

### Bethany Ballard Director of Family Ministries

**Summary:** To serve Bethany Ballard by developing ministries to equip and support parents in their primary role as nurturers of their family's faith in Christ. To lead the efforts in welcoming and serving each person who comes to Bethany Ballard.

**Reports to:** Lead Pastor

**Resources:** Ministry and Administrative Staff

**FLSA Status:** Non-Exempt, part-time

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide engaging Christian formation experiences and resources for weekly ministry services/special events that inspire a theologically diverse community of children, families, and volunteers to follow and be transformed by Christ.
- Build, train, and maintain a team of volunteers and lay leaders to effectively lead our Sunday morning Children's Program that is consistent, high quality, well-organized, and adequately staffed.
- Develop and adapt age-appropriate, Bible-based curriculum for Nursery–6th grade.
- Lead and implement best practices for safety and quality in the Children's Program, including but not limited to: Safety and Abuse Prevention Procedures; special needs accommodations; communication with families, volunteers, and the general BCC Ballard community.
- Develop, create, and maintain a department budget for Sunday programming and curriculum.
- Develop and create special events designed to build a community for kids and families.
- Lead the Children's Ministry Advisory Team: communicate ideas, vision, and plans.
- Engage and collaborate with parents and deepen relationships with students and volunteers.
- Get to know and care for children, families, visitors, and members of Bethany Ballard. Help them feel more comfortable participating at BCC Ballard and help promote their Christian formation.
- Participate as a member of the Bethany Ballard and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor.

## POSITION REQUIREMENTS

- Bachelor's degree
- 3–5 years of relevant work experience, or an equivalent combination of education and experience required.
- Child and spiritual development education/experience preferred.
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ; this includes maintaining healthy self-care practices and staying engaged in spiritual community.
- A team player who is committed to the mission, values, and vision of Bethany Community Church as expressed in the BCC Employee Handbook.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ.
- Shows motivation, resourcefulness, organization, creative problem-solving, and the ability to help (and ask for help).
- Demonstrates a love for children and families and a passion for connecting them to Christ and the community.
- Experience working with or managing volunteer teams, recruiting and training volunteers.
- Experience supervising and teaching children in a variety of settings.
- Excellent verbal and written communication skills.
- Ability to work both independently and in a team environment.

## 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**

*Work Schedule:* Part-time

*Compensation:* Dependent on experience

Please submit a resume and cover letter to Holly Haney, [hollyh@churchbcc.org](mailto:hollyh@churchbcc.org)