

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Director of Family Ministries | Bethany West Seattle**

**Summary:** The Director of Families Ministries oversees all aspects of our Family Ministry (birth – elementary). This includes the cultivating and deepening faith in Jesus for children and families, equipping and celebrating volunteers, and collaborating with staff to develop a culture of teamwork and support.

**Location:** Bethany West Seattle

**Reports to:** Lead Pastor

**FLSA Status:** Non-Exempt, Part-Time (21 hours)

**KEY RESPONSIBILITIES**

**1. Plan and execute vision for the Family Ministries:**

- I. Develop age-appropriate curriculum that is engaging for children of diverse backgrounds (culturally, ethnically and socio-economically) in order to nurture their faith in Jesus.
- II. Create a culture in supporting parents and caretakers to become the primary spiritual leaders for their children and students.
- III. Incorporate various facets into family ministry program i.e. music, midweek, serving, seminars, etc.).

**2. Develop robust and healthy volunteer teams for Family Ministries:**

- I. Recruit, equip and empower volunteers of various backgrounds and life stage to maximize influence and reach.
- II. Create clear and efficient systems and processes for all aspects of family ministries.
- III. Create a culture of affirmation, celebration and vision.

**3. Create a vibrant, dynamic and safe environment:**

- I. Manage respective family ministries area, ensuring safety, cleanliness and appealing to children and families.
- II. Establish holistic approaches and healthy lines of communication between the family ministries and the life of the church.
- III. Plan and execute seasonal services/events i.e. Christmas, Easter, summer program, childcare, etc.

**4. Participate and contribute towards a healthy staff culture:**

- I. Attend (but not limited to) Bethany-wide staff meetings, Bethany West Seattle meetings, and 1:1's, also participate in church events/activities.
- II. Promote staff unity and willingness to support and assist colleagues when needed and appropriate.
- III. Strong emphasis on organization, attention to detail and communication.

## POSITION QUALIFICATIONS

- Devoted follower of Jesus that seeks continual growth and maturity.
- Demonstrates a calling and passion for children and Family Ministries.
- A gracious team player who is committed to the mission, values and vision of Bethany Community Church.
- Proficient/willing to be proficient in various technological platforms i.e. MS office, Google Suite, church management platforms a plus.
- Proficient in various social media platforms (Instagram, Facebook, YouTube) a plus
- Bachelor's degree in related field.
- 2+ years of experience preferred
- Experience working in diverse populations and demonstrates cultural competency.
- Extremely self-motivated and organized with follow-through in a fast past work environment.

## OTHER SPECIFICATIONS

*Work Schedule:* Typical work schedule is Sunday through Thursday, 21 hours/week.

*Physical Demands:* 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.

*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 early 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 requires multi-tasking.

Non-smoking building and environment.

*Compensation:* Dependent on experience

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

*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.*

### **To Apply:**

Send resume and cover letter to Holly Haney, [HollyH@churchbcc.org](mailto:HollyH@churchbcc.org)