

# BETHANY COMMUNITY CHURCH

## JOB DESCRIPTION

Pastor or Director of Children, Youth, and Family Ministries

- Summary:** The Pastor/Director of Children, Youth and Family Ministry at Bethany Northeast provides strategic direction for the Christian faith formation of children, youth, parents, and leaders. Bethany Community Church is an interdenominational multi-location church with a 104-year history of ministry in the Seattle area. Bethany Northeast launched in 2014 and has an average weekly attendance of 167 adults and 110 children and youth.
- Location:** Bethany Northeast
- Reports to:** Lead Pastor, Bethany Northeast
- FLSA Status:** Exempt, Full-time

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspire and engage the congregation with a vision to build wholehearted, lifelong disciples in a growing intergenerational community
- Build and sustain Christian formation ministries for children and youth that are:
  - Integrated across the stages of development from birth through high school
  - Developmentally appropriate
  - Consistent with Bethany's theology
  - Relevant to the daily lives and concerns of children, youth, and parents
- Oversee all tasks associated with Sunday morning ministry, youth and special events, including:
  - Recruiting, training, encouraging and scheduling volunteer leaders for all programming
  - Editing and planning curriculum resources
  - Managing the responsibilities and professional development of the Family Ministry Associate
  - Welcoming new families and helping connect them into the Bethany Northeast community
- Direct key events and milestones for the life of the church, including:
  - Rites of passage such as graduations, dedications, and baptisms
  - Strategic events such as Vacation Bible School and youth retreats
- Extend regular pastoral care to the children, youth, and families of BCCNE and lead the congregation to reach out to children, youth, parents, and families in Northeast Seattle
- Consistently engage and collaborate with the BCCNE staff and the all BCC staff. Attend to other duties and responsibilities as requested

### POSITION QUALIFICATIONS

- A demonstrated love for God and love for people
- Approaches daily life and work in a way that makes God's Kingdom visible
- Pursues ongoing transformation and demonstrates authenticity and humility
- 3+ years of experience in leadership, related ministry, or as an educator, preferred
- Demonstrated skills in assessing needs, casting vision, mobilizing teams, and supporting/managing workers, either paid or volunteer
- Conversant in faith and human development, college-level coursework and/or advanced theological training preferred
- A contagious enthusiasm for learning and an ability to speak into family relationships and culture
- Strong verbal and written communication skills; able to give and receive information efficiently
- Experience in managing both people and financial resources
- A track record of working well with others to accomplish organizational goals
- Energized by and passionate about Bethany's mission, vision, and multi-location ministry philosophy

## **OTHER SPECIFICATIONS**

*Work Schedule:* Typical work schedule is Sunday through Thursday, 40+ hours/week

*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 schedule from time to time to work earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.

*Compensation:* Dependent on experience and education

*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.*