

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Director of Family and Outreach Ministries**

**Summary:** The Director of Family and Outreach Ministries inspires and leads the congregation in the spiritual formation of children, youth, and families, and creates opportunities to build deeper connections with the greater community through local missions and school partnerships.

**Location:** Bethany Eastside

**Reports to:** Bethany Eastside Lead Pastor

**FLSA Status:** Exempt, Part-Time

**KEY RESPONSIBILITIES**

- Create and oversee dynamic ministries that lead children and youth into a growing relationship with Christ and empower families/caretakers to become primary nurturers of their children's faith
  - Create, plan, and oversee Sunday worship and learning experiences for children and youth
  - Implement and customize age-appropriate curriculum that engages children and youth of diverse backgrounds (culturally, ethnically, and socio-economically) and nurtures faith in Jesus
  - Create a vibrant and dynamic discipleship environment through managing Family Ministry areas that are safe, clean, and appealing to children and families
  - Establish healthy lines of communication between Family Ministries and the life of the church while maintaining a posture of inclusion and focus on kids and families who are not yet part of our church
  - Develop and expand Family Ministries programming to include greater discipleship and outreach opportunities (e.g. music, midweek events, serving, seminars, etc.)
- Shepherd and equip robust volunteer teams for Family Ministries
  - Recruit, equip, and empower volunteers of various backgrounds and life stages to maximize influence and reach
  - Design and build a Family Ministry Leadership Team, including high-level volunteers who serve and lead other volunteers within the ministry
  - Cast vision and craft strategy with volunteers for a long-term (5+ years) plan for Family Ministries
- Oversee Outreach Ministries
  - Identify and build a strong relationship between Bethany Eastside and a local school, positioning our congregation to meet the needs of students, staff, and key leaders with creativity and love
  - Organize and deploy local outreach teams for church-wide events such as BCC Serve Day and Jubilee REACH Serve Day
  - Empower congregants to connect with local outreach/mission groups and para-church ministry staff
- Perform other duties as a member of the Bethany Eastside and Bethany Community Church Staff, or as the situation arises/assigned by supervisor

## POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A gracious 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, customer service, and the ethics of servant leadership demonstrated by Christ
- Self-motivated and organized, with strong follow-through and ability to work in a fast-paced environment
- Experience working in diverse populations, demonstrating cultural competency
- Bachelor's degree in related field and/or two years of relevant experience, preferred
- Basic computer skills required, proficiency in various technological platforms (Microsoft Office, Google applications, and church management platforms), preferred

## OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 21+ hours/week. Must be available on Mondays at Bethany Green Lake and Sundays on the Eastside.
<i>Physical Demands:</i>	Must be able to work in a mobile environment. Must be able to help with event and weekend set up, if needed. Must be able to lift small boxes and/or equipment up to 40lbs.
<i>Working Conditions</i>	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.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	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.*