

# BelPres Church

Job Title	Compensation	Reports to	Status	Start Date
Deacon Ministry Associate	\$35.00-\$41.00/hour Full Benefits	Care Director	30 hours/week Non-exempt	ASAP

## Our Mission

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

## The Impact You'll Be Making

In this role, you will oversee the care to the BelPres Community through our robust Deacon Ministry. You will manage the recruitment, training, equipping, and daily support of our 80+ Deacons, Care Ministers, and Deacon Team Leaders as you provide strategic and tactical leadership to this foundational program in support of the overall vision and goals of BelPres. Critical tasks include managing and updating Care data, coordinating monthly trainings, and collaborating with Care Pastors to ensure that congregational care needs are met quickly and seamlessly.

## Who We Are Looking For

### Skills & Knowledge:

- Personal and growing commitment to Jesus Christ and a commitment to the mission of BelPres
- Demonstrated passion for providing care in a church or other organizational setting
- Demonstrated experience equipping others to do ministry
- Clear understanding of healthy congregational care in a church context
- Demonstrated experience collaborating with a diverse group of contributors toward a shared goal
- A minimum of 2 years volunteer management experience required
- Well-organized, with excellent administrative skills and attention to detail
- Demonstrated ability to maintain confidentiality
- Able to work independently and demonstrate initiative and judgment
- Excellent written and verbal communication skills
- Demonstrated experience with cross-cultural ministry preferred
- Proficient computer skills with knowledge of Microsoft Suite and ability to learn other online programs

### Culture:

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace

- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

### How To Apply

Please fill out an application (found at [belpres.org/jobs](http://belpres.org/jobs)) and submit it along with your resume and cover letter to:

Nancy Eckardt, Care Director - [neckardt@belpres.org](mailto:neckardt@belpres.org)  
1717 Bellevue Way NE / Bellevue, WA 98004