

**BELLEVUE PRESBYTERIAN CHURCH  
JOB DESCRIPTION**

*Deacon Coordinator and Prayer and Care Associate*

TITLE: Deacon Coordinator  
DEPT: Prayer and Care  
TIME: Part- time, flexible hours, 30 hours per week  
STATUS: Non-Exempt  
REPORTS TO: Danna VanHorn, Associate Pastor for Prayer and Care  
PURPOSE: Deacon Ministries and Associate for Prayer and Care

**QUALIFICATIONS:**

- Personal faith in Jesus Christ and a commitment to the mission of Bellevue Presbyterian Church, with a particular passion for Caring ministry
- Strong organizational, leadership, and relational skills
- An ability to communicate with warmth and compassion
- Flexible and willing to manage interruptions
- Creative and self-motivated, with a strong sense of responsibility
- Communicates clearly in writing, in person, and on the telephone
- Maintains appropriate confidentiality of information

**SKILLS:**

- Computer Skills: proficient in computer programs used by BelPres

**RESPONSIBILITIES:**

- Coordinate Deacon Ministry
- Provide Leadership to the Deacons and Deacon Team Leaders
- Annual recruitment of the Deacon Class
- Coordinate visitations, care plans, and Homebound Ministry
- Support collaboration of community building all church activities
- Administrative Support to Prayer and Care Pastors

**Contact Information:**

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