



BETHANY

PRESBYTERIAN CHURCH

JOB DESCRIPTION

Position: Director of Wednesday Night Dinner

*Dear Lord Jesus,
Send us someone with a heart and respect for people on the margins in our midst, someone able to co-host with You a grace-filled weekly dinner and fellowship, someone with skills to affirm and blend the gift(s) of volunteers and of guests (whether serving the meal inside at tables or outside on the sidewalk), and a person sensitive to Your Holy Spirit. Help us to join with and support this person so together we can follow You into the neglected world You love.
Amen*

Purpose:

The Director of Wednesday Night Dinner is responsible for the on-site operations of the Wednesday Night Dinner (WND).

Wednesday Night Dinner is an open door community of Bethany Presbyterian Church which includes folks from the Sunday congregation and the local area. We gather Wednesday evenings to enjoy a meal and fellowship, to encourage one another in life and the Christian faith, and to be a blessing to our neighborhood and city

--- Wednesday Night Dinner Mission Statement

During ordinary time we gather Wednesday evenings in our Fellowship Hall to enjoy a meal and fellowship, to encourage one another in life and the Christian faith, and to be a blessing to our neighborhood and city.

During the COVID 19 restrictions beginning Spring 2020 until the restrictions are lifted in 2021, we are preparing boxed dinners inside and serving WND guests outside in front of the Fellowship Hall with the goal of protecting the health of volunteers and guests, while continuing to find alternative ways to encourage one another in life and the Christian faith, and to be a blessing to our neighborhood and city.

Accountability: The Director of Wednesday Night Dinner is accountable to the Head of Staff Pastor.

Hours: The job is 15 hours per week, including on-site work Wednesday afternoons and evenings, and from around 10:15 – 11:15 a.m. on 2 to 3 Sundays per month. There are no required hours in August when the dinners are not held.

Responsibilities:

- Lead Wednesday nights: pray with volunteers before each dinner and bless the meal; set out welcome notices and supplies and make announcements before the dinner; provide a caring presence to all community participants and volunteers; assist with the dinner setup and cleanup; open and secure the Fellowship Hall before and after the dinner
- Attend to needs of the community participants during the dinner, fostering relationships and resolving conflicts and when appropriate offer care beyond Wednesday evening which can include hospital visits and memorials.
- Supervise the WND Kitchen Supervisor and security staff, offering support at the dinner and during the week
- Maintain a safe and welcoming environment, including guidance for staff and volunteers regarding safe physical practices when there are potentially disruptive guests, and practices regarding sharing of private or confidential information among guests or staff or volunteers.
- Be present on the Bethany campus at least 2 to 3 Sundays a month from around 10:15 to 11:15. The goal is to help WND participants who do not regularly attend Sundays to feel they belong.
- Provide acknowledgement to donors and volunteers
- Recruit, train and supervise non-kitchen volunteers.
- Maintain the social services reference/resource folder for volunteers, staff, and Sunday ushers.
- Attend to and document community service volunteer hours.
- Maintain flexible hours for occasional evening meetings with Bethany community members or to perform related duties as requested by the Head of Staff Pastor, including presenting a brief update to Session once a year.
- Attend staff meetings a minimum of once per month and provide an update on WND, including prayer requests.
- Attend Bethany Session meetings as invited (approximately 1-2 times per year).
- Participate with and develop a working relationship with the Wednesday Night Leadership Team and the WND Elder, and participate in WND leadership meetings and communication with the congregation
- With the WND team establish goals to implement some of the recommendations of Bethany's Roadmap to Reconciliation Working Group.
- Manage the WND Fund.
- Act as a lead consultant with staff regarding issues concerning WND community participants involved in other areas of church life.
- Lead WND special events: i.e. *Giving Tree* and holiday celebrations
- With the Kitchen Supervisor, assure that kitchen and other volunteers and staff follow health department regulations (including those in the COVID section below).
- Assist with providing resources to community participants: i.e. clothing and referrals to shelters, agencies that help with long-term housing and substance abuse recovery.

- During the period of COVID 19 restrictions:
 - carry out the above responsibilities to the extent possible given the limitations imposed by the need for social distancing and inability to meet together inside.
 - facilitate and supervise the outside dinner and adhere to the specific guidelines below.
 - recruit and supervise volunteers delivering food off premises.
 - carry out additional responsibilities below

Qualifications:

- A personal commitment to Jesus Christ and openness to the direction of the Holy Spirit.
- Skills in problem solving, conflict resolution, and de-escalation
- An appreciation for people of differing ethnic backgrounds, economic status, abilities and disabilities, and faith
- Ability to encourage and train volunteers
- Strong leadership skills and the ability to provide vision for the program
- Ability to engage in, and a commitment to, a collaborative approach to the program
- Experience in social work desirable, and demonstrated experience with social service resources, including substance abuse, physical and mental health disabilities, and homelessness within King County
- Pastoral training and/or experience is desirable
- Ability to speak Spanish and/or American Sign Language is desirable
- College degree preferred; graduate level training preferred, but not required

Relationships:

The Director of Wednesday Night Dinner is accountable to the Head of Staff Pastor in the performance of his/her responsibilities. The Director supervises the WND Kitchen Supervisor. The Director relates closely with the WND elder, WND volunteers, the Facilities Administrator, other elders and all staff.

Evaluation:

The Head of Staff Pastor will conduct performance reviews annually. The Personnel Committee and Session will annually review the adequacy of compensation.

Additional Responsibilities during the COVID pandemic:

[Adhere to King County Guidelines for restaurants and other food businesses.](#)

(Modified from www.kingcounty.gov/depts/health/covid-19/workplaces/food-establishments.aspx.)

1. Employee and volunteer health screening: check to see if employees and volunteers have signs or symptoms of COVID-19 at the start of their shift and keep a log that the screening process was followed for all employees and volunteers. If someone has COVID symptoms, send them home and advise them to seek testing.

2. Employee and volunteer face covering usage: all must wear face coverings when at work.

3. Employee and volunteer social distancing practices: maintain at least six feet of separation between volunteers and between volunteers and participants, except for unavoidable, short-term exposures. When strict physical distancing is not feasible for a specific task, other measures are required, such as installing barriers, reducing staff or staggering worker hours.

4. Proper sanitation procedures: all employees and volunteers must wash hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth. Provide alcohol based (60%) hand sanitizers for use by employees, volunteers, and guests by placing them at accessible locations. Use sanitizing solution (i.e., one teaspoon of unscented household bleach in a gallon of cool water) to frequently sanitize commonly touched surfaces.

Oversee preparation and distribution of to-go dinners while the building is closed to indoor dining, including:

1. Kitchen and Fellowship Hall

- Supervise and support chef and kitchen volunteers.
- Supervise and support 4-6 Fellowship Hall volunteers.
- Set-up five tables for food prep

2. Lobby

- Supervise and support 1-2 lobby volunteers
- Set-up two tables in the lobby for food distribution

3. Outside

- Supervise and support 1-2 outside volunteers who hand out masks as needed, encourage participants to maintain 6' social distancing, and prevent participants to gather at the doors.
- Put up signs outside on the brick walls that encourage social distancing, news on local food banks, and the dinner menu.
- In a fair way, hand out backpacks, shoes, tents, sleeping bags and personal health items as requested by participants.
- Encourage community by talking with participants, listening to their concerns, recording their prayer requests, and organizing occasional "give-aways."
- Mark sidewalk with chalk or tape with 6' lines, as a guide for social distancing.
- Supervise volunteers at the end of the dinner during clean up.