



Richland Lutheran Church
Job Description

POSITION TITLE	Youth and Family Minister
MINISTRY AREA	Spiritual Growth
HIRED BY	Congregation Council
SUPERVISED BY	Lead Pastor
PRIMARY FUNCTION	The Youth and Family Minister is a member of the Richland Lutheran Church staff primarily responsible for the implementation and coordination of all Middle, High School Youth, and Family (families with Middle and High School age children) ministry.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Work as a member of and in partnership with the Spiritual Formation Leadership Team • Plan and provide for all Middle, Confirmation, High School and Family ministry programs. (Deliberately hand off coordination of games and activities to volunteers) • Teach and/or provide for Middle and High School Sunday School classes. • In all teaching, adhere to the RLC Statement of Faith in chapter two of our constitution and bylaws, giving special emphasis to 1) The canonical Scriptures of the Old and New Testaments as the inspired Word of God and the sole authoritative source and norm of our proclamation, faith, and life and 2) The ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the priesthood of all believers for God's mission in the world. Spend intentional and deliberate time in the community building relationships with Middle, High School Youth and Families (Intentionally hand some of this off to volunteer leaders) • Provide primary shepherding, support, and leadership to all Middle, Confirmation, High School and Family ministry teams and volunteers by equipping, empowering and encouraging the congregation into ministry and mission • Teach and/or provide for necessary Middle, High School and Family classes (Develop Family Ministry Team to help with ministry to families) • Under the supervision of the Lead Pastor and in coordination with the Spiritual Formation Leadership Team develop an annual ministry plan and budget for Middle, Confirmation, High School and Family ministry. • Ensure annual goals in the ministry plan are accomplished within established time frames and budgets • Recruit, train, lead and oversee ministry team participants to implement ministry-related tasks • Attend and participate in required meetings • Provide required written reports • Perform other related duties as assigned
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Preach once every other month and on special occasions as directed by the Lead Pastor • Serve as Worship Liturgist and/or Assisting Minister as assigned by the Lead Pastor
SKILLS, WORK EXPERIENCE, QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Deep, meaningful relationship with Jesus Christ and dedication to spiritual formation to grow into the image and likeness of Christ for the glory of God and benefit of others. • College Degree in related field

- Three years ministry experience is preferred
- Understanding of and ability to teach Scripture
- Solid understanding and/or willingness to learn Lutheran doctrine
- Proficient in use of computers and software
- Proficiency or willingness and capability to become proficient with standard Microsoft Office software
- Strong organizational skills with attention to details
- Excellent command of the English language in written and oral form
- Exceptional interpersonal communication skills

**WORKING
RELATIONSHIPS**

Effective, productive, and healthy working relationships are required first and foremost with the Lead Pastor, followed by the Richland Lutheran Church staff, Congregation Council, members, Ministry Teams and the general public.

CONDITIONS

- Adhere to the Richland Lutheran Church standards of conduct
- Maintain confidentiality except in circumstances where doing so violates legal requirements or clergy codes of ethics
- Possess or be able to obtain a valid Washington State driver’s license
- Be able to lift 40 pounds unaided and move objects 40 feet
- Meet minimum standards established in pre-employment screening

PERSONAL ATTRIBUTES

- Mature Christian faith with verifiable commitment to the mission of the church
- Ability and willingness to work collaboratively with ministry team
- Self-starter with good judgment
- Ability to relate to a variety of personalities
- Genuine love and concern for people
- Natural aptitude for working sensitively, empathetically, and tactfully with people
- Receptivity and willingness to respond to feedback
- Natural and thorough communicator of information to superiors and peers
- Flexibility and ability to adapt to changing situations
- Preference for collaboration and working to consensus
- Willingness to pitch in to help others.

CLASSIFICATION

Full-time (40 hours/week), exempt, with benefits in accordance with existing Richland Lutheran Church policies, which are subject to change.

EEO STATEMENT

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.

Under Title VII of the Civil Rights Act of 1964, Richland Lutheran Church is allowed to and does discriminate on the basis of religion in accordance with the terms of ministerial exception.

The Richland Lutheran Church Congregation Council reserves the right to modify job descriptions to align with the vision, mission, and ministry plans of Richland Lutheran Church.