



Richland Lutheran Church
Job Description

POSITION TITLE	Ministry Assistant for Biblical Stewardship
MINISTRY AREA	Biblical Stewardship
HIRED BY	Congregation Council
SUPERVISED BY	Lead Pastor
PRIMARY FUNCTION	A member of the Richland Lutheran Church staff, primarily responsible for providing support to the area of Biblical Stewardship Ministry, including property, finance, and stewardship, to help the congregation make Christ's name known and advance His kingdom.
RESPONSIBILITIES	
Primary	<ul style="list-style-type: none"> • Work in partnership with the Lead Pastor to ensure that the primary functions of ministry teams are accomplished in the area of Biblical Stewardship: Finance, Stewardship, and Servant Coordination. • Attend and participate in required meetings • Schedule Nursery Attendant for worship services, and other events as necessary • Perform other related duties as assigned
General	<ul style="list-style-type: none"> • Ensure compliance with all expectations of a tax-exempt 501(c)3 organization including all state and federal employment laws. Obtain legal and tax counsel as required. • Assist the Council with the development of employee policies and ensure compliance
Finance	<ul style="list-style-type: none"> • Work directly with and support the Congregation Finance Officer • Assist the Lead Pastor and the Congregation Council in developing an annual budget • Serve as bookkeeper for RLC ensuring all functions thereof are performed timely and complete • Maintain accurate and complete financial records in the finance office • Provide administrative assistance to the Property Ministry Team regarding contract retention, safety, warranties, user guides, and so forth
Property	
SKILLS AND EDUCATIONAL REQUIREMENTS	<p>High School Diploma or GED Three years' experience as a supporting professional Proficiency with standard software including word processing, desktop publishing, presentation, and databases Excellent organizational skills with attention to details Excellent command of the English language and grammar Exceptional interpersonal communication skills</p>
WORKING RELATIONSHIPS	Staff, Ministry Team Members, Congregational Members, Congregation Council Members, General Public
CONDITIONS	<p>Maintain confidentiality Occasional overtime required Willingness to flex a regular work schedule as necessary and requested by supervisor</p>

Must be able to lift 40 pounds unaided and move objects 40 feet
Valid Washington State Driver's License

**PERSONAL
ATTRIBUTES**

Mature Christian faith
Strive in word and action to be an example in Christian living
Strong leadership and organizational skills
Ability and willingness to work collaboratively with staff and volunteers
Willingness to advance technical skills and incorporate them into assignments
Self-starter with good judgment
Ability to relate to a variety of personalities
Natural aptitude for working sensitively, empathetically, and tactfully with people
Flexibility and ability to adapt to changing situations
Willingness to pitch in to help others
Receptive to feedback
Patience

CLASSIFICATION

Full-time (35 up to 40 hours per week) non-exempt, support staff member 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.