Richland Lutheran CHURCH

# Job Description

**POSITION TITLE** Ministry Assistant for Spiritual Transformation and Worship

**MINISTRY AREA** Spiritual Transformation and Worship

**HIRED BY** Congregation Council

**SUPERVISED BY** Associate Pastor

**PRIMARY FUNCTION** A member of the Richland Lutheran Church staff, primarily responsible for providing support to the Spiritual Transformation and Worship Ministry Teams to help the congregation make Christ's name known and advance His kingdom.

**RESPONSIBILITIES**

**Spiritual Transformation**

- Support the Associate Pastor to recruit, train, and support Spiritual Transformation Ministry Teams
- Provide primary oversight of programs for children up to grade five
    - Provide for and support primary leader for VBS, serving directly only when necessary
    - Provide for and support Children's Church leaders, serving directly only when necessary
    - In cooperation with Children's Ministry Teams, recruit, train, and support teachers and aides for Sunday school and Super Kids
    - Under supervision of the Associate Pastor , provide for curriculum for all children's programs
- Support and assist all non-youth Spiritual Transformation Teams in the implementation of retreats and events as needed, such as the, Gedde Lectures, Senior Ministry, Women's and Men's Events
- Assist the Associate Pastor with formulation of the annual ministry plan and provide input to the ministry funding proposal

**Worship**

- Support the Associate Pastor to recruit, train, and support Worship Ministry Teams
- Create and provide for all worship service publications such as bulletins and audio visual presentations
- Assure lectors receive weekly readings
- Provide support as needed to pastors regarding special services such as weddings, funerals, and memorials
- Ensure an adequate supply of bulletins is on hand for all occasions
- Prepare documents for baptisms
- Record pastoral acts in all appropriate record locations
- Process outgoing member transfers, maintain and update membership database, member cards, Sunday school lists, and master book

**General**

- Serve as congregational financial recorder
- Prepare records for archival storage
- Assist audit committee with access to records
- Attend and participate in required meetings
- Answer phones and receive visitors when needed
- Provide support for special events as required
- Provide emergency support to other ministry staff when needed
- Perform other related duties as assigned

**SKILLS AND EDUCATIONAL REQUIREMENTS**

Solid understanding of the Bible and Lutheran doctrine
High School Diploma or GED
Three years experience in a like position
Familiarity with word processing, desktop publishing, presentation, e-mail, social media, and databases
Excellent organizational skills with attention to details

Excellent command of the English language and grammar
Exceptional interpersonal communication skills

**RELATIONSHIPS**

Staff, Ministry Team Members, Congregational Members, Congregation Council Members, General Public

**CONDITIONS**

Maintain confidentiality
Occasional overtime required
Willingness to flex a regular work schedule as necessary and requested by supervisor
Must be able to lift 40 pounds unaided and move objects 40 feet
Valid Washington State Driver's License
Must pass a background check

**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 (40 hours per week) non-exempt, support staff member eligible for benefits as outlined in Richland Lutheran Church personnel policies

**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.