



Richland Lutheran Church Job Description

POSITION TITLE	Ministry Assistant for Spiritual Growth and Worship
MINISTRY AREAS	Spiritual Growth and Worship
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 Spiritual Growth and Worship Ministry Teams to help the congregation make Christ's name known and advance His kingdom.

RESPONSIBILITIES

Spiritual Growth

- Support the Ministry Lead for Spiritual Growth to recruit, train, and support Spiritual Growth Ministry Teams and Worship Ministry Teams
- Provide primary oversight of programs for children up to grade five (Intentionally raise up leaders in the areas below to equip, empower and encourage them into Children's Ministry)
 - 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 Ministry Lead for Spiritual Growth, provide for curriculum for all children's programs
- Support and assist all non-youth Spiritual Growth 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 Ministry Lead for Spiritual Growth with formulation of the annual ministry plan and provide input to the ministry funding proposal

Worship

- Support the Ministry Lead for Worship 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 – Reconciling QuickBooks
- Prepare records for archival storage
- Assist audit committee with access to records
- Coordinate and communicate monthly scheduling of worship assistants
- Record worship attendance
- Attend and participate in required meetings
- Answer phones and receive visitors when needed (Hand off to volunteers wherever possible)
- 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

**WORKING
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.