



### ***Staff Job Description***

## **Congregational Ministry & Communications Coordinator**

**Overview:** This position serves full-time to assist Lord of Life Lutheran Church (LoL) in accomplishing its mission: *As Lutheran Christians, Lord of Life invites all people, wherever they are on their spiritual journey, to worship God, serve others, and build community, in order to transform individuals, the Tri-Cities, and the world.* The Congregational Ministry & Communications Coordinator primarily directs and leads programs for children (infant to 5 grade), youth (6<sup>th</sup> to 12<sup>th</sup> grades), and families (all ages) that strengthens their commitment to the church and growth in faith in Jesus Christ. They will also assist the Pastor in providing for other needs of the congregation. LoL seeks a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition, and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and who values a team concept of ministry. This position requires someone who has a passion for education, a gift for organization and communications, and experience in building and maintaining strong meaningful Children, Youth, and Family (CYF) programs through leadership and effective use of congregational volunteers.

### ***Responsibilities:***

- **Children, Youth, and Families (CYF), at least 50% of time**
  - Serve as primary staff support on the Youth and Education Team, providing overall guidance and leadership under the direction of the pastor.
  - Faith Formation:
    - Develop and implement educational programs that nurture the spiritual lives of children and youth.
    - Obtain and maintain children and youth Faith Formation curriculum.
    - Recruit and train children and youth Faith Formation teachers.
    - Teach an occasional Faith Formation class.
    - Oversee the Adult Forum in coordination with the planning team.
    - Plan and coordinate an intergenerational Faith Formation event a few times per year. (Current example: Advent Workshop)
  - Confirmation/Affirmation of Baptism:
    - Work with the pastor to plan classes and retreats.
    - Help coordinate volunteer adult Confirmation Mentors.
    - Participate in youth confirmation/affirmation of baptism events.

- Youth Group:
  - Plan and lead special educational events, e.g., Vacation Bible School, National Youth Gatherings, Lutherhaven, Holden Youth Weekend, etc.
  - Actively engage the middle school and high school youth in the life of the congregation by supporting current youth group activities and developing new ones.
- Provide leadership in planning and implementing new and on-going CYF fellowship activities.
- Small Groups: Provide organizational leadership for all age groups at LoL, including coordination of Small Group ministries.
- **Worship**
  - Help with Worship under the direction of the pastor. This will involve, but not be limited to:
    - Provide primary leadership for the Children's Message.
    - Update and maintain the children's worship packets (Activity Bags).
    - Lead in updating and maintaining the Playground.
    - Recruit and train children and youth readers, acolytes, and other worship servers.
    - Select, train, and supervise nursery workers.
  - Share in the celebration of the sacraments, special events, and other milestones at worship that involve CYF, e.g., Backpack Blessing and distribution of Bibles.
  - Share in the leadership of worship, congregational weddings, and funerals when able/appropriate.
- **Mission**
  - Serve as the staff liaison to the Mission Team and help with their communication, planning, and budgeting, as needed.
  - Oversee the Mission Possible planning team.
  - Oversee and coordinate other service opportunities, e.g., Campbell Farm, Second Harvest, God's Work Our Hands.
  - Become proficient at the ELCA's Model of Accompaniment.
- **Leadership**
  - Encourage children, youth, and families to participate in all facets of the life of the LoL community of faith, including age-appropriate service projects.
  - Recruit intergenerational volunteers to lead and participate in LoL programs.
  - Keep and maintain CYF-related administrative records consistent with LoL Records Policy.
  - Work with ministry teams in preparation of relevant budgets and manage disbursement of budgeted funds with the guidelines of the approved budget.

- Refer prospective families for membership and unusual circumstances where follow-up is warranted by the pastor.
- Work with LoL ecumenical partners to enable meaningful CYF and congregational activities and programs.
- Ensure staff and volunteers who participate in activities do so within LoL's established boundaries.
- **Communication**
  - Communicate with the LoL congregation by following the LoL Communication Plan. This involves, but is not limited to:
    - Assist with weekly LoL email updates.
    - Review and edit the monthly newsletter.
    - Help monitor the website.
    - Attend leadership and staff meetings as needed.
  - Keep the congregation aware of CYF and other congregational life activities, as appropriate.
- **Other area(s):** Based upon your gifts, skills, and experiences and available time and interest, you may be asked to provide leadership and liaison to other LoL ministry teams. This will be determined in conversation with the pastor.

### ***Desired Qualifications***

Because the Congregational Ministry & Communications Coordinator plays a major role in the faith development of the younger members of the church and their families, both as a leader, and as an example, LoL seeks someone that possesses the following qualifications:

1. Education or significant experience in youth and family ministry.
2. Effective self-manager with the ability to define and implement new programs.
3. Ability to work effectively with youth and adults.
4. Good organizational and communications skills.
5. Experienced with effective use of safe electronic media.
6. Experienced in recruiting and working effectively with volunteers.
7. Possess computer skills, including Google apps, Facebook, and basic website monitoring.

### ***Congregational Support***

Lord of Life Lutheran Church values its staff who feel called to support and nurture the faith of young Christians. We therefore on our part will:

1. Encourage, pray and support you as a leader in this congregation.
2. Support you with a salary package competitive with similar positions in the area.
3. Provide you with paid time off in accordance with the LoL Personnel Policies.
4. Review the terms of your employment on an annual basis.

5. Provide constructive feedback on your performance on an annual basis that is based upon a mutually agreed upon set of goals and objectives.

### **Reporting Relationships**

The Congregational Ministry & Communications Coordinator reports to the LoL Pastor, who will serve as the direct supervisor.

### **Working Conditions**

This position requires great flexibility in the hours available for work, including evenings and weekends. The position is a full-time, salaried position, and while the salary is based upon a projected 40 hours/week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is therefore understood that the Congregational Ministry & Communications Coordinator shall:

1. Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff, and the leadership of the congregation.
2. Keep the church office informed as to how the Congregational Ministry & Communications Coordinator can be contacted.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events and provide a suitable substitute in the case of anticipated absences.
4. Arrange to receive and return messages during work days when physically away from the office and during times when "on-call."
5. Be familiar with, and operate within, the guidelines set forth in the LoL Employee Handbook.
6. Office, phone, computer, voice mail, internet services duplicating, and secretarial support is provided by the congregation for work relating to this position. Office is located at Lord of Life Lutheran Church, 640 N. Columbia Center Blvd., Kennewick, WA, 99336.
7. Meet regularly with the pastor to ensure coordination.

### **Compensation:**

- Paid Vacation
- Health Benefits, including sick time
- Retirement
- Continuing Education
- Professional Expenses
- Boundary Training and Spiritual Direction
- Mileage
- Allowance for Moving Expenses
- This is an exempt position
- Salary Range: \$50,000 to \$70,000, depending on qualifications

***To apply: Interested candidates should submit a cover letter outlining their relevant experience and interest, along with a current resume and contact information for at least three references, to office@thelordoflife.org. Review of candidates will begin immediately and continue until filled.***