

All Saints Lutheran Church  
**Life Ministry Leader**  
**Job Description**  
**June 25, 2008**

**MISSION**-All Saints Lutheran Church is a fellowship for people called together by God's Holy Spirit to proclaim the gospel of Jesus Christ by example and action.

**LIFE MINISTRY VISION**-Growth and development of a Life Ministry Program for all ages focusing on relationships, equipping and supporting the congregation to nurture faith, pass on faith and live well in Christ.

**DESIRED OUTCOMES**

As the results of this ministry, we will

- know God's grace and love, and live with hope.
- provide consistent and fulfilling Christian Education (Sunday mornings and throughout the week) serving all age levels with opportunities to develop faith to guide us in decisions and choices in everyday life.
- experience and lead others, both in church and in homes, in the "4 Key" faith nurturing practices of Caring Conversations, Devotions, Service, and Ritual and Tradition through peer and relational small groups.
- share various milestones of our individual and collective faith journeys and celebrate in cross-generational settings.
- discover and strengthen our gifts and talents as called disciples of Christ and seize opportunities to live out our calls as faith in action.
- have organized Lay Leadership identification, development and support = recruited, trained, and refreshed volunteers.
- value and participate in a worshiping and blessing "church family" community of Authentic, Available and Affirming (AAA) members.

*Desired Outcomes Review*

Annually, review desired outcomes with the ministry team and staff. The review should include desired outcomes for the overall congregation and for these specific ministries. Adjust programming and planning as needed.

**PROGRAM MINISTRIES TASKS AND INNOVATIONS**

***Overall***

- Develop a structure of integrated programs that create and support "4 Key" opportunities for all age levels (Birth to Senior) on Sunday mornings and throughout the week that includes Small Group Ministry including Youth Ministry and Home Ministry, Milestone Ministry, and Cross-Generational Ministry.
- Identify, recruit, train and equip AAA volunteer leaders as faith mentors for the aforementioned ministry areas.
- Publicize, invite and encourage participation by the congregation in the various ministries.
- Coordinate, assist and/or participate in group-building activities, camps, retreats, service experiences and gatherings for learning, experiencing and practicing faith for all age groups, including events programming for high school youth.
- Visit homes, schools, and community events, as appropriate.
- Provide ideas and assistance that enhance All Saints' various worship experiences.
- Obtain inputs, generate and maintain annual Life Ministry budget and actuals.

***Small Group Ministry*** - Sunday mornings and throughout the week

- Develop, review, and re-evaluate programming curricula to achieve above desired outcomes for Small Group Ministry including Youth Ministry and Home Ministry. Facilitate groups, as needed.

*Sunday Mornings* - Ensure consistent, fulfilling Christian Education/faith development opportunities for members of all ages in small relational-based groups including, but not limited to: Preschool, K-5<sup>th</sup> graders, 4-6<sup>th</sup> graders (ICE), 7<sup>th</sup>/8<sup>th</sup> graders (Confirmation), 9<sup>th</sup>-12<sup>th</sup> graders (RAFT), and adult groups.

*Throughout the week* – Work with Pastor and/or other church leaders to ensure consistent, fulfilling faith development opportunities for members of all ages in small relational-based groups including, but not limited to: 4-6<sup>th</sup> graders (ICE), 7<sup>th</sup>/8<sup>th</sup> graders (Confirmation), 9<sup>th</sup>-12<sup>th</sup> graders (RAFT), young adults, actively-parenting adults, empty nest adults. Flexibly based on the model of "Learn Together, Pray Together, Serve Together, Play Together" rotations.

*Youth Ministry* – Call, convene and facilitate monthly High School Youth Board meetings. Obtain inputs, generate and maintain annual youth budget and actuals. Attend Synod youth network monthly meetings and programs.

*Home Ministry* - Provide periodic educational opportunities and resources that equip families of various types and stages for "4 Key" ministry in the home. Empower parents and caregivers as the primary ministers for faith formation.

### ***Milestone Ministry***

- Work with congregation and staff to develop a series of milestones that will include naming God's presence and marking the celebration with a gift in any of these settings: congregational worship, cross-generational gathering and/or homes. Types of Milestones:
  - a) church calendar – (i.e. Christian holidays like Christmas)
  - b) individual life – (i.e. Both Christian and Secular like baptism, anniversaries, and graduation)
  - c) church life – (i.e. All Saints celebrations like our 25<sup>th</sup> Anniversary)

### ***Cross-Generational Ministry***

Aid in developing and promoting Cross-Generational Ministry events throughout the year. (i.e., Ministry Fair, Advent wreaths, Vacation Bible School, etc.)

## **QUALITIES AND REQUIREMENTS**

- Theology and values are in harmony with the congregation's mission, vision, and values. Committed to Jesus Christ.
- Education – Bachelor's Degree or equivalent experience.
- Professional work ethic and positive attitude.
- Excellent relational and communication skills with all ages.
- Authentic, Available and Affirming (AAA) adult.
- Live and lead from a genuine language and experience of mature faith.
- Visionary - program integration/planning, curricula development/evaluation and implementation skills.
- High level master scheduling abilities. Organized and structured, yet flexible.
- Understands various levels of faith and psychological development, learning styles, various educational methods, family systems, and cultural trends.
- Experience with event programming.
- Motivational and promotional (PR and marketing) abilities.
- Basic counseling, decision-making, referral skills, and support services.
- Keep confidentiality and deal with issues and concerns directly with those involved.
- Computer proficiency – Microsoft Office minimum.
- Ability and desire to travel.
- Adhere to staff sexual harassment policy.

## **BENEFITS AND WELLNESS**

- Two hours a week to participate in congregational activities such as small group Bible Study, or other congregational activity, in order to be familiar with the people and ministry of the congregation.
- Salary range \$30,500 - \$40,500
- 2 Weeks of vacation, annually, after 6 months of employment.
- Benefits – not currently provided to staff.
- Two full days off per week, negotiated with supervisor.
- Continuing education, support and networking, including:
  - Annual Book allowance
  - 3-week Certification School through the Youth & Family Institute with Wartburg Theological Seminary
  - Anti-racism training through Synod
  - Yearly attendance at ELCA Youth Ministry Extravaganza
- Supervised by Senior Pastor and Council Staffing Committee.
- Quarterly performance reviews for the first two years. After two years, performance annual reviews.