



640 N. Columbia Center Blvd., Kennewick, WA 99336

Staff Job Description

CYF and 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 CYF and Communications Coordinator primarily directs and leads programs for children, youth, and families (CYF) that strengthens their commitment to the church and growth in faith in Jesus Christ. This position is open to lay and ordained applicants.

Responsibilities:

- **Children, Youth, and Families (CYF)**
 - Serve as primary staff support on the Youth and Education Team, providing overall guidance and leadership under the direction of the pastor.
 - Faith Formation:
 - Obtain and maintain Faith Formation curriculum for children and youth.
 - Recruit and train Faith Formation teachers for children and youth.
 - In collaboration with the pastor, plan Confirmation and Affirmation of Baptism.
 - Youth Group: Actively engage with middle school and high school youth.
 - Provide leadership in planning and implementing new and on-going CYF fellowship activities.
 - Help with Worship under the direction of the pastor, particularly with CYF-related aspects, and attend worship regularly.
 - Keep and maintain CYF-related administrative records consistent with LoL Records Policy.
- **Communications**
 - Oversee church-wide communications, including weekly emails, monthly newsletters, LoL Facebook Page (www.facebook.com/LordofLifeKennewick), and LoL website (www.thelordoflife.org).
 - Keep the congregation aware of CYF and other congregational life activities, as appropriate.
- **Congregational Leadership**
 - Recruit and work with existing intergenerational volunteers to lead and participate in LoL programs.
 - Serve as the staff liaison to the Mission Team and coordinate service opportunities.
 - Work with ministry teams in preparation of relevant budgets and manage disbursement of funds within the approved budget.
- **Other area(s):** Provide leadership and liaison to other LoL ministry teams, as befits your skills and passions, in consultation with the pastor.

Desired Qualifications

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 people in the Christian faith. In addition, we seek someone with the following qualifications:

1. Education or significant experience in CYF ministry (B.A. or equivalent 5 years experience).
2. Effective self-manager with the ability to define and implement new programs.
3. Ability to work effectively with youth and adults.



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4. Good organizational and communications skills, including effective use of safe electronic media, Google apps, Facebook, and basic website monitoring.
5. Experienced in recruiting and working effectively with volunteers.

Congregational Support

LoL values its staff who feel called to support and nurture the faith of all Christians. LoL will encourage, pray, and support you as a leader in this congregation. LoL will provide opportunity for personal and professional growth, including regular connection with the pastor and continuing education funds.

Reporting Relationships

The CYF and Communications Coordinator reports to the LoL Pastor who will serve as the direct supervisor. Our pastor's leadership style is collaborative.

Working Conditions

This full-time, salaried position requires flexibility in the hours available for work, including evenings and weekends. LoL uses a comp time system to promote self-care and boundaries. This position requires a regular and consistent presence at church and those scheduled hours will be determined in conversation with the pastor. The position is based in Kennewick, WA although there is some out-of-town travel during the year.

Compensation:

The salary range is \$50,000-\$70,000 per year, depending on qualifications, which is in line with our synod's guidelines. Benefits include paid vacation, health insurance, sick time, retirement, continuing education, professional expenses, boundary training and spiritual direction, mileage, and allowance for moving expenses.

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.

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