

Messiah Lutheran Church

Auburn, WA

Ministry Position: Associate Director of Faith Formation & Partnerships
Reports To: Director of Faith Formation and Senior Pastor
Effective: 11/16/2018
Directly Supervises: Volunteers
Status: Full-time
FLSA: Non-exempt
Background Check: Required

Position Purpose

The purpose of the Associate Director of Faith Formation and Partnerships is to help the congregation of Messiah Lutheran Church live into its mission of doing justice, loving mercy, and walking humbly.

Ministry Position Summary

The faith community of Messiah Lutheran Church is seeking an Associate Director to help the congregation develop lively growth in faith and foster both internal and external partnerships that serve the greater Auburn community. This full-time position is designed to work in conjunction with church staff and congregation members and friends to 1) nurture growth in faith for our youngest children through youth in 6th grade and their families and 2) build both internal and external partnerships that allow the congregation to accompany those in need. Specifically, this person will help the congregation with three of its mission priorities:

- **Nurture through Passionate Spirituality:**
We cultivate lively growth in faith for individuals bound together on a journey in a diverse and exciting church community. As we fully share who we are with one another, through respectful conversation and kind action, we envision a community alive with the desire to know and follow Jesus. We commit ourselves to join together in sharing our stories, hearing scripture, praying, and discerning God's call to action in our lives.
- **Reach Out with Strategic Partnerships:**
We recognize that the Auburn community and its population are changing. We care about people and want to provide meaningful resources; therefore, we continue to look for mission compatible partners. We acknowledge as a church family that we have limited resources. To fully implement our mission priorities, we are continuing to reach out to other organizations in the community to form strategic partnerships.
- **Reach in for Meaningful Service:**
As a congregation we will identify a vision for living into Micah 6:8. We will provide opportunities through faith formation, worship, and emerging and established small groups to help congregants discern their Christian calling for service. Through multiple opportunities to serve, we will engage diverse groups of people within Messiah to have the passion and ability to serve others and glorify God.

Ministry Focus:

- Facilitate leadership development for our youngest children through youth in the 6th grade and their families
- Provide opportunities for fellowship
- Nurture faith formation
- Develop, present, and guide opportunities for service
- Create and support networks of mission compatible partners

Ministry Responsibilities and Duties

- Facilitate messaging that children and youth are fully valued in the life of Messiah. Provide children and youth with opportunities for reflection on scripture, nurture them in love, model an active and serving faith, and encourage participation in all the ministries of the Messiah community.
- Coordinate a Sunday School program in alignment with the AOB and Adult Faith Formation programs' practices and goals.
- Coordinate a Vacation Bible School (VBS) program.
- Integrate service and accompaniment activities into the lives of our children, youth, and families.
- Build relationships with children and youth beyond church activities by attending school and athletic events, special events, and informal gatherings with children and their families in a variety of settings.
- Communicate strategically with children, parents, Messiah and the wider community via in-person contacts, telephone, e-mail, text, website, Facebook, Instagram, monthly newsletter, bulletin boards, worship bulletin announcements, etc.
- Recruit, train, encourage, and support lay people in various volunteer ministries of working with children, youth and families in the church.
- Cultivate an appreciation and desire for children and youth to participate in the ministry of the whole church.
- In conjunction with the Director of Faith Formation, prepare and manage the budget for Passionate Spirituality.
- Provide support for the Community Meal each week. In conjunction with the meal, build relationships and trust with our meal guests, Messiah congregants, and the wider Auburn community. Help identify, orient, and support new volunteers, from both inside and outside the congregation, to become engaged with, and passionate for, this opportunity to minister with others.
- Identify and facilitate complimentary programs to take place during the time of the Community Meal.
- Promote a congregational culture of accompaniment with the wider community. Nurture, participate in, and provide opportunities for cross cultural and inter-religious dialogue. Facilitate roundtable conversations and times of storytelling and story sharing. Bring community speakers to Messiah to help us hear the perspectives, gifts, and needs of our neighbors.
- Become familiar with community resources for those in need. Have conversations with the wider Auburn community to understand the resources that are available and the gaps that exist.

Function as a broker of information and a resource connector for those in need and for those looking to serve.

- Engage with Messiah congregants and facilitate the identifying and sharing of their gifts and talents with the community in need. Find creative ways for Messiah congregants to engage with and accompany the wider community through lives of service.
- Document accompaniment opportunities and bring them forward to the congregation. Make recommendations on how Messiah congregants can engage with the community in need.
- Build a yearly plan for community connection and outreach.
- Facilitate a process of grant writing for community projects.
- Inform the Messiah staff of opportunities for service and help discern connections between existing ministry groups and wider community needs.
- Participate in weekly staff meetings, learning opportunities, retreats, and social functions. Attend council meetings on a regular basis.

Interpersonal Relations

Must be able to work with Messiah congregants, staff, guests, and community partners in a positive, patient, helpful, and supportive manner. Works as part of the staff team and in close contact with ministry team leads.

Required Qualifications

- Bachelor's degree or equivalent
- Proficiency in the English Language
- Commitment to ELCA theology and practice
- Demonstrated experience in ministry with children and community engagement
- Knowledge of local (Auburn) nonprofit agencies
- Computer skills including Microsoft Office Suite
- Organized and efficient with a high attention to detail
- Effective oral and written communication skills
- Able to work independently and on a team
- Flexible and adaptable to changes in schedule, workload or assigned tasks
- Able to work effectively with volunteers and youth from diverse backgrounds
- Valid Washington driver's license and insured vehicle

Preferred Qualifications

- Bilingual in English and a second language, preferably Spanish

Work Environment

- Time will be spent in an office environment as well as traveling to meet with Messiah families and community partners throughout the Auburn area
- Position requires sitting to organize, respond to emails, attend meetings, promote opportunities, and some standing for presentation
- Position requires irregular working hours including late afternoon, evenings, and weekends including Sundays

Hours and Compensation

- This is a full-time position. Compensation is based on qualifications and experience.

Open Date: 11/16/2018
Close Date: when position is filled

To apply for the position of Ministry in Need Coordinator, please submit the following:

- Letter of Application. The letter should address your work experiences as they relate to the ministry responsibilities and duties outlined in this ministry description.
- Current resume.
- Three References. Please provide the name, address, phone number(s) and an email address for each of your references.

Send all required documentation to:

By US Mail: Pastor Chuck Harris, Messiah Lutheran Church, 410 H Street NE, Auburn, WA, 98002

By Email: chuck.harris@mlcauburn.org

Please submit email attachments in doc., docx., or PDF format