



## Job Description

**Title:** Young Adult Female Ministry Lead

**Reports To:** Young Adult Pastor

**FLSA Status:** Exempt – Pastoral – Not Ordained

**Prepared By:** Joe Hansen

**Hours per week:** 29 hours

**Ministry:** Young Adult

**Classification Grade:** P-4

**Approved By:** Human Resources

**Approved Date:** 02/06/2024

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### Essential Organizational Core Values

The Young Adult Female Ministry Lead is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Young Adult Female Ministry Lead** is responsible for taking the leadership of all ministry functions they oversee (see below). Live out Real Life's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Youth and Young Adult Team and RLM Staff Team:** The **Young Adult Female Ministry Lead** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **Youth and Young Adult** team objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary:

#### 1. Oversight of Young Adult Female SMALL GROUP structure (60%)

- Identifying, recruiting, equipping and releasing volunteers (coaches, leaders, co-leaders) within the YA Small Group structure
- Creating and maintaining avenues of regular communication within the female small group team and the areas you oversee (coaches to leaders to young adults and community)
- Creating and maintaining a quality relational environment with Biblical Discipleship as the main focus
- Working with the Young Adult team as a whole to develop relevant age-appropriate curriculum to inspire spiritual growth.

#### 2. Partnered Oversight of Young Adult Ministry (25%)

- In conjunction with the Young Adult Pastor, create programming, large group plans, small group questions, and other program elements to serve and minister to Young Adults.

- Identify, equip, and release volunteers and subsequently lead the team to facilitate childcare for Young Adult ministry.
- Create a healthy team environment for the ministry components you oversee. This includes regular team meetings, individual coaching, and ministry involvement and observation by you. This also includes building a relational environment where interns, coaches, leaders and volunteers can get to know and enjoy other team members outside of the day to day work environment (Retreats, Outings, Trainings, etc).
- Ensure effective communication and follow up of information is being passed up to the YA Pastor, Executive Pastor, Senior Pastor, and Elders as well as down to your ministry team.

### **3. Youth & Young Adult Team Function (10%)**

- The Youth & Young Adult Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Youth & Young Adult Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Youth & Young Adult Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Youth & Young Adult Team Member needs to talk, seek to accommodate the meeting in an appropriate and timely manner.
- Through these partnerships effective collaboration will also focus on participant transitions between ministries (HS students into YA, YA into ADM).
- Must live out Real Life’s Organizational Core Values on the Youth & Young Adult Team.

### **4. Real Life Staff Involvement and Collaboration (5%)**

- Work with our church congregation in a way that glorifies God through involvement in Weekend Services and a Life Group. Be a visible model for your team to follow in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships (i.e. – recovery, missions, benevolence, etc.).
- Value and abide to the expectations of being a member of the church found in our membership and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific job description (Align, DiscipleShift, Teaching in Membership Classes, Harvest Fest, Easter weekend, etc.)

### **Qualifications, Required Skills and Competencies**

- Background and experience in Youth or Young Adult Ministry preferable
- Be a good listener and empathizer
- Must be approachable
- Resilient and adaptable
- The ability to stay calm under pressure and be the voice of reason
- Ability to identify potential leaders
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a biblical manner
- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, dresses appropriately.

- Represents Christ and the Church in the community in a godly way.
- Responsible for having, and living out, a Personal Ministry Plan.
- Be an active part of a Life Group and personally making disciples as appropriate.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on their team, including volunteers.

**Real Life's Core Competencies**, as defined in our 3 C's document, necessary to succeed in this role:

- Coaching & Developing
- Recruiting
- Empathy
- Collaboration
- Initiative

**Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries , the following areas are required to effectively convey Real's Life message and carry out the mission: :**

- Performing Real Life's Staff duties: Staff on Call, shepherding those in their ministry, follow up.
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing."
- A strong marriage and family life visible to others (if applicable).
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

#### **Physical Abilities required**

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms and talk or hear. The employee is frequently required to stand and occasionally required to climb or balance; stoop, or kneel. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**Disclaimer(s)**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering- We recognize there are many ministry areas to serve in at Real Life Ministries and you may feel called to serve in those areas on a volunteer basis. Real Life Ministries would like to support you in your desire to serve. Any hours served in volunteer ministry are not required for this position that you have been hired for and as such will not be compensated.

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_