



# Faith Formation Assistant

15-20 Hours per Week

## Job Description

### Position Description; Scope of the role:

In order that Lutheran Church of Our Redeemer may be faithful to its identity and mission, each lay staff member is called to serve specific functions of the congregation's ministry.

These specific tasks are vital to the life of the congregation.

It is expected that the lay and pastoral staff members of LCOOR live a life that demonstrates a commitment to Jesus Christ as their Lord and Savior, care for their physical/emotional/spiritual life, foster their relationships and "family" life, grow in their personal and professional life and celebrate life as a gift from God.

### Main Responsibilities and Duties:

*This list is intended to indicate the general nature and level of work to be performed and is not designed to be interpreted as an exhaustive listing of all tasks required of this position.*

#### COORDINATING RESPONSIBILITIES

##### A. Senior High (grades 9-12)

1. Coordinate weekly activities and Bible studies.
2. Provide service, mission & worship leadership opportunities.
3. Develop youth leaders for ministry.
4. Provide bi-monthly service opportunities
5. Yearly activities: Bonfires, Mission Trip, youth led worship and Lenten music team, Help with Coffee Cart

##### B. Middle School (grades 7-8)

1. Provide weekly faith experience, service and activities opportunities.
2. Confirmation
  - a. Assist in the planning, coordinating and implementation of the confirmation program.
  - b. Assist pastors to recruit lay teachers and leaders for confirmation classes.
  - c. Help coordinate Confirmation Worship service.
3. Share leadership of church school with Faith Formation Director.

##### C. Expected to be available during Wednesday and Sunday programming

##### D. Administration

1. Be responsible to collect fees as needed and submit receipts & bills to the Business Manager
2. Organize and coordinate fundraising opportunities.

### Relationships:

- A. Work in a spirit of mutual cooperation, mindful of the other staff member's responsibilities and roles; and to fulfill the holistic nature of the congregation's ministry and life.
- B. Reporting relationships: Is responsible to Council, Associate & Senior Pastors and Faith Formation Director.

Approved 12/16/2026