

JOB DESCRIPTION

Title: Young Adult Female Ministry Lead

Reports To: Young Adult Pastor

Status: Ministerial Exempt – Pastoral – Not Ordained

Prepared By: Chris Gwinn

Hours per week: 29 hours

Ministry: Young Adult

Classification Grade: P-4

Approved By: Human Resources

Approved Date: 04/08/2026

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), and 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: *The Young Adult Female Ministry Lead spearheads spiritual growth, community building, and discipleship for young adult women and mentors, recruits, equips small group leaders, organizes events, and connects young women into the church body.*

1. Oversight of Young Adult Female Small Group structure (60%)

- Recruit, equip, and develop coaches, leaders, and co-leaders to serve in YA ministry.
- Build relational, discipleship-focused environments to invest in leaders.
- Provide ongoing coaching, care, and leadership development of leadership team.
- Maintain clear communication across leaders and participants.
- Support leaders through challenges and ministry situations that require extra attention.
- Meet consistently with leaders and coaches to help them grow spiritually and in their competence as leaders.

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

- Partner with YA Pastor on programming, gatherings, and content for young adults and leader trainings.
- Shepherd young adults as needed in conflict resolution, spiritual growth, and spiritual counseling.
- Foster a healthy, connected team culture (leaders, interns, volunteers).
- Ensure clear communication up (staff and pastoral leadership) and down (teams).

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

- The Youth & Young Adult Team is your “first team.”
- Engage as a committed “first team” member to prioritize the needs of the team when appropriate.
- Practice accountability, feedback, and collaboration among team members outside of the Young Adults staff.
- Contribute to strategy, planning, and ministry alignment.
- Support transitions (HS → YA → Adult Discipleship Ministry) and work with ministry leads from those departments to ensure smooth handoffs.
- Live out Real Life’s Organizational Core Values on the Youth & Young Adult Team.
- Participate in weekly staff trainings and monthly “all-staff” meetings, in addition to regular Next Gen Team meetings and trainings.

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

- Model engagement through weekend services and Life Groups.
- Collaboratively work with Real Life Ministries staff to ensure Young Adult Team is effectively supporting Real Life Ministry functions.
- Have an infectious positive attitude while interacting with Real Life Ministries staff.
- Ability to think critically, systematically and collaboratively with the Young Adult Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the Hayden Campus, North Campus, and Coeur d’Alene Campus.
- Values and abide to the expectations of being a member of the church found in our Membership and 301 classes.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Easter Egg Hunt, Harvest Event, Align, etc.).

Qualifications, Required Skills and Competencies

- Background and experience in Youth or Young Adult Ministry preferable.
- Experience in Youth/Young Adult ministry preferred.
- Strong relational, leadership, and communication skills.
- Ability to recruit, develop, and empower leaders.
- Organized, self-motivated, and adaptable.
- Handles conflict biblically and remains calm under pressure.
- Demonstrates integrity, initiative, and follow-through.
- 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.

Personal and Other Qualifications and Required Skills:

Education & Experience

- Leadership experience in leading people in teams, collaboration and consensus building.
- Strong marriage and family.
- History of recruitment and development of others.
- Ability to give wise counsel and build trust.

Spiritual Gifts

- A strong composition of many or all of the following spiritual gifts: administration, helps, hospitality, and service

People Skills

- Be a good listener and empathizer
- Must be level-headed, treat everyone with respect, no matter what. Try to remain cool, calm, and collected when dealing with other people
- Successfully work with a wide range of people, to relationally resolve conflicts, be a confident but pleasant negotiator, and maintain your sense of humor.
- Must be approachable
- Resilient and adaptable
- The ability to stay calm under pressure and be the voice of reason
- Ability to identify potential leaders

Skill Set

- 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
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership
- Ability to initiate, plan and manage projects and meetings
- Appropriately handle sensitive and confidential information and situations
- Ability to focus on details, prioritize and meet deadlines
- Proficiency with the Internet, Microsoft programs (Outlook, Word, Excel), and other computer based technologies
- The ability to focus on the big picture while keeping track of all the little details

Spiritual Development

- Demonstrates a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23)
- Must be a member or willing to become a member of RLM and work under the direction of the Elders and Senior Staff

Ethics

- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, dresses appropriately.
- Can balance between being a self-starter and not being afraid to ask questions and receive further direction.

Passion/Calling

- Must be passionate and bring energy, creativity, drive, and excitement to the table
- Willingness to work behind the scenes and invest in a disciple making team
- Passionate about and living out the vision and mission of Real Life Ministries

COACHING AND DEVELOPMENT

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Pastor & direct supervisor and in harmony with the Real Life's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development through quarterly goals.

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

Coaching & Developing: The expectation to identify how someone has been designed by God and intentionally investing in them so they can continue to grow in their walk with God and in His giftedness in them. This includes assessing where they are at, building a growth plan, laying out next steps, giving opportunities for them to try new things and celebrating wins along the way.

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.

Delegation: The expectation to intentionally hand off leadership responsibilities as well as tasks in order to develop and empower people to accomplish a common goal.

Collaboration: The expectation to have team members and ministries share ideas, knowledge and abilities in order to accomplish a common goal together as an individual ministry and the church as a whole. No silos.

Clear Expectations: The expectation to clearly articulate and communicate processes, desired outcomes and goals for individuals or teams.

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 Life's 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 _____