

**PASTORAL ASSISTANT  
ZION LUTHERAN CHURCH**

1732 S. Main St.  
Aberdeen, SD 57401

**Position:** Pastoral Assistant for Children, Youth, & Family Ministry and Communications

**Reports to:** Pastor

**Time:** 40 hours per week

**General Description:**

The Pastoral Assistant is a full-time program support staff position of Zion Lutheran Church. This person will augment the work of the pastor and will focus on the congregation's **Child, Youth, & Family (CYF) ministry** and on our **media communications**. The hours can be flexible based on the needs of the CYF ministry programs and communications responsibilities, but this person will need to be present on Sunday mornings and on some Wednesday evenings.

**Definition of Responsibilities:**

Together with the pastor –

- Promote, develop, and implement **Child, Youth, & Family Ministry** activities and programs.
  - Organize and implement faith formation programs for children and youth (birth through high school graduation), including Sunday School, children's sermons, preschool chapel, Confirmation, summer Bible school, and youth fellowship and service activities.
  - Plan, publicize and execute youth fundraisers.
  - Make travel arrangements and set up activities for summer trips, local and national youth gatherings, and other youth events.
  - Assist Education Committee with recruitment of teachers and organization of Sunday School activities and events and provide teacher support on Sunday mornings.
- Coordinate the congregation's **media communications**.
  - Develop Web content and oversee/update the Zion website weekly.
  - Create, post, monitor, and oversee Zion's social media.
  - Create graphics for use in publications and other media communications.
  - Prepare PowerPoint slides for all worship services.
  - Produce and distribute monthly newsletter.
  - Record the weekly radio broadcast introduction.

**Job Description:**

Zion Lutheran Church is seeking a committed Christian to serve as its Pastoral Assistant. This ministry is a full-time, salaried position and includes benefits. The Pastoral Assistant will be a self-motivated, energetic person with a heart for Jesus Christ and a deep calling and commitment to communicate the mission and ministry of Zion Lutheran Church with the church family and the surrounding community. This

person will possess a clear understanding of the mission and core values of Zion Lutheran Church, a commitment to Lutheran theology and practice, and a passion for creatively reaching people through Zion Lutheran's ministries, worship, and digital media in a team environment.

- The individual must be either an active member or willing to become an active member of Zion Lutheran Church.
- Must exhibit an understanding of the mission of Zion Lutheran and energetically pursue implementation of policies developed by the Pastor and Council.
- Regular review of the performance and activity of this position by the Pastor and Executive Committee.
- Employee health and retirement benefits.
- Reimbursement for auto usage.
- Annual leadership training and specialized technical training will be authorized and paid when requested and as budgeted.
- Interpersonal and communication skills with ability to stimulate ideas, take initiative, and lead others.

#### **Qualifications:**

1. Education: Preferred degree in education, communications, or related area or equivalent experience.
2. Work experience: Prefer two or more years of Christian-based youth ministry or youth camp ministry with communications and office experience.
3. Computer skills: Prefer competence with Microsoft Office applications and software (including but not limited to: MS Word, PowerPoint, Publisher, and Excel, as well as graphic design and video editing software), website and social media communications.
4. Strong administrative, organizational, relational, and communication skills (verbal and written).
5. Positive, proactive Christian work ethic, with the ability to respond promptly to situations.
6. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility, confidentiality, and a desire to learn.
7. Able to graciously interact with and respond to church members and others in a Christian, caring, personable, and professional way.

Interested candidates should submit a cover letter and resume, including references, by September 16, 2019 to:

Pastor Erin Heidelberger  
Zion Lutheran Church  
1732 S. Main Street  
Aberdeen, SD 57401

605-255-6755

[zion@nvc.net](mailto:zion@nvc.net)

[www.zionlutheranaberdeen.org](http://www.zionlutheranaberdeen.org)