

**PASTORAL ASSISTANT
JOB DESCRIPTION
LUTHERAN CHURCH OF THE CROSS**

1004 E. Highland Acres Rd.
Bismarck, ND 58501

Position: Pastoral Assistant

Reports To: Pastor

Relationships: Church Council, Worship Coordinator, Staff, Committee Chairpersons and Congregation

General Description:

The Pastoral Assistant will be directly responsible to the pastor as a facilitator of the congregational ministry programs and media communications. The Pastoral Assistant will augment the work of the pastor and will assist the entire church body in its ministry, in cooperation with the Worship Coordinator and the Council.

Definition of Responsibilities:

Together with the Pastor –

- Promote, develop and implement youth education, family activities and programs.
 - Organize and implement Educational programs for youth and adults, including Children’s Sermons, Church School, Confirmation and Summer Vacation Bible School.
 - Plan, publicize and execute youth fundraisers (Packing ink, Bake Sales, Meals, Car Washes, etc.)
 - Make travel arrangements and set up activates for summer trips, LYO, local and national gatherings, Weekly youth group and monthly Wings (multiple churches) youth group
 - Plan, lead, decorate, and organize a Week of Summer Vacation Bible School.
- Organize, recruit and lead social media communications (see below for more detail)
- Assist in planning and leading the Wednesday evening services.
- Help identify, organize and implement appropriate outreach programs, in cooperation with the Mission Support/Outreach Committee.
- Assist the Pastor with a visitation program for the shut-ins and the sick.
- Maintain familiarity with the work of standing committees of the church and assist with the implementation of ideas and plans emerging from those committees.

Job Description:

Lutheran Church of the Cross 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 Lutheran Church of the Cross with the church family, the surrounding community and the world. This person will possess a clear understanding of the mission and core values of Lutheran Church of the Cross, a commitment to Lutheran theology and practice, and a passion for creatively reaching people through Lutheran Church of the Cross's ministries, worship and digital media in a team environment.

- The individual must be either an active member of Lutheran Church of the Cross or willing to become a member of Lutheran Church of the Cross.
- Must exhibit an understanding of mission of Lutheran Church of the Cross 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 Personnel Committee.
- Health and retirement benefits as provided through PORTICO.
- 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, to take the initiative, and to lead others.
 - Responsible for:
 - The recruitment, training, scheduling, supervision and development of the volunteers that operate the Audio/Video, ministry at Lutheran Church of the Cross.
 - Develop, recruit, train and lead a team of volunteers to execute technology based communications.
 - Provide audio, video and photography support and oversight, including web streaming (or recruiting others to do streaming)
 - Audio/video recording/streaming for special worship services (weddings, funerals, evening services, luncheons, dinners, etc., as may be requested).
 - Duplicate/"burn CDs" or "flash drives" (thumb drives) of recorded services when requested by church members.
 - Development of Web content and overseeing/updating the LCC web site weekly.
 - Create graphics in coordination with the Worship Coordinator and Pastor as may requested.
 - Oversee technology and media inventory, provide set ups and trouble-shoot as requested for group meetings.
 - Create, post, monitor and oversee Lutheran Church of the Cross social media.
 - Weekly post and maintain the "information monitor" in the "gathering space".
- Work as part of the staff of Lutheran Church of the Cross.
- Other tasks as assigned by the Pastor or Council.

QUALIFICATIONS:

1. Education: Preferred degree in Christian based ministry with an emphasis in a Communications related area and or equivalent experience.
2. Work Experience: Prefer two or more years of Christian based 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, Outlook, Adobe Photoshop, PowerPoint, as well as graphic design and video editing software), website and social media communications.
4. Administrative, organizational and communication skills (verbal and written).
5. Positive, proactive Christian work ethic, with the ability to react 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.
8. Desire to be a part of a Christian worship team.

Interested candidates should obtain a mandatory LCC Application Form from LCC, and submit it along with a cover letter and resume by May 31 to:

Connie Werner
Lutheran Church of the Cross
1004 E. Highland Acres Road
Bismarck, ND 58501
701-223-1001
lcc@btinet.net

Church website: www.churchofthecross.org