

Administrative Assistant for Faith Development – Ascension Lutheran Church (12.20.2018)

Reports to: Associate Pastor

Status: Part-time, 20 hours/week

Responsibilities:

The Administrative Assistant for Faith Development provides administrative support to the pastor(s) in the ministry of faith development across all ages, including Sunday School, Vacation Bible School, camping, confirmation, Bible studies, Peer Ministry, milestone events (both youth and adult), and adult Christian education.

Ministry Support Duties:

- Provides administrative support to the pastor(s) in the design and implementation of Christian Education programs that inspire children, teens, young adults, and members of all ages to continue their faith journey in the church
- Recruits, trains, and promotes volunteers for faith development ministries
- Coordinates with pastors and Ministry Teams in selection of curricula for Sunday School, VBS, and Christmas programs
- Recruits and trains volunteers to teach curricula for Vacation Bible School, Sunday School, and the Christmas Program
- Coordinates with staff and volunteers to manage and maintain program schedules and volunteer and participant lists
- Coordinates with Ministry Teams and Director of Music Ministry to facilitate faith development events and programs

Other duties:

- Works with pastor(s) and others on faith development ministries
- Provides content to the Communications Coordinator for publicizing faith development ministries through the monthly newsletter, emails, mailings, website, etc.
- Coordinates the Sunday School and Nursery Ministries
- Attends weekly staff meetings and Ministry Team Night meetings
- Attends appropriate continuing education opportunities as approved by the Senior Pastor
- Provides a written monthly report of activities to the Council
- Other duties as assigned

Qualifications/Skills:

- Post-high school education preferred or relevant experience; minimum high school diploma (or equivalency)
- Good relational and communication skills with youth, parents, staff, and community
- Basic skills in organization, multi-tasking, decision-making, and referrals
- Strong Christian background that includes basic understanding of Lutheran history, traditions, and theology
- Skilled in Microsoft Office suite, particularly Word and Excel

Ascension Lutheran Church Employment Application

APPLICANT INFORMATION

Last Name: _____	First Name: _____	M.I. _____
Street Address: _____		
City: _____	State: _____	ZIP Code: _____
Home Phone: _____	Cell Phone: _____	
Best Contact Time: _____	Email address: _____	
Position Applied For: _____		
Type of Work Desired: Full-time _____ Part-time _____ Temporary _____ Date of Availability: _____		
Do you have any relatives working at or with this organization? _____ If so, who? _____		
Are you legally eligible to work in the United States? _____ <u>Proof of eligibility will be required upon offer of employment.</u>		

EDUCATION

School Name/Location	Course of Study/Degree	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK HISTORY

Employer Name: _____	Phone: _____
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Position Held: _____	From: _____ To: _____
Job Duties: _____	
Reason for Leaving: _____	Supervisor: _____

Employer Name: _____	Phone: _____
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Position Held: _____	From: _____ To: _____
Job Duties: _____	
Reason for Leaving: _____	Supervisor: _____

Employer Name: _____ Phone: _____
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 Position Held: _____ From: _____ To: _____
 Job Duties: _____
 Reason for Leaving: _____ Supervisor: _____

Employer Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ ZIP Code: _____
 Position Held: _____ From: _____ To: _____
 Job Duties: _____
 Reason for Leaving: _____ Supervisor: _____

Personal References

Please list at least two persons not related to you who can provide references:

Name/Relationship	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Criminal History

Have you ever been convicted of a criminal offense? Yes _____ No _____

If you answered "Yes" to the above question, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred. (Note that prior convictions will not necessarily disqualify you from consideration.) _____

I certify that this application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I give my permission for any References or former Employers or Supervisors listed on this form to be contacted for purposes of verifying my credentials, experience, and qualifications. I understand that this employment application is not valid without my signature.

Applicant Signature Date