



ZION UNITED METHODIST CHURCH JOB DESCRIPTION

POSITION TITLE:

Pastoral Assistant

STATUS:

Part-time Exempt

REVIEW DATE:

As Soon as Resumes Are Received

The purpose of the Pastoral Assistant position at Zion United Methodist Church is to assist the Pastor in three areas of activity: (1) Youth Ministry and Outreach to Young Adults, (2) Coordination of Christian Education, and (3) Audio/Visual Coordination. He/she will coordinate and facilitate the various programs, projects, and activities within these three areas through direct involvement or the provision of leadership, advice, and assistance as needed. A primary role of the Pastoral Assistant is to be an enabler, seeking out volunteers, encouraging participation, calling forth the gifts of others, and providing skills training and support.

The Pastoral Assistant will work in cooperation with the Pastor and report directly to him/her. The individual will also work closely with the church staff and other committees in order to fulfill the mission of their role in the church and in the process promote discipleship among parishioners as they share their time and their talents.

Personal Qualifications

The Pastoral Assistant will be someone who is:

- Committed to the teachings and traditions of the Christian faith in the Wesleyan traditions with a personal devotion to Jesus Christ;
- Able to articulate and share a personal faith;
- Deliberate in an approach to personal faith formation;
- Passionate about working with people, especially young people in our community and our church;
- Committed to a team approach to ministry and able to provide clear direction when delegating responsibility;
- Able to work without direct supervision and willing to act with self-initiative;
- Personally mature with a professional manner;
- Willing to work within the context of the whole church, addressing complex or menial tasks that may be shared by all staff, lay ministers, or volunteers;
- Intellectually capable and willing to pursue additional study if necessary;
- Able to relate to youth and young adults in the context of the current culture;
- Gifted with a joyful spirit and a good sense of humor;
- Dedicated to working with the pastor and church staff, Church Council and other church committees to fulfill the mission and vision of the church;
- Committed to the growth of Zion United Methodist Church;

Key Responsibilities

The Assistant will have three primary areas of responsibility. Other duties may be assigned as necessary.

I. Youth Ministry and Outreach to Young Adults

- Identify appropriate needs for youth programming;
- Direct and coordinate youth programs, events, and projects, differentiating among the needs of various age-groups (target age groups are grades 6 - 8 and grades 9 - 12);
- Recruit and work with parents and volunteers;
- Make referrals to agencies and social services if necessary;
- Liaise and report as necessary;
- Network within the larger community to encourage Church attendance and involvement of young adults;
- Lead young adults to a deeper participation in the life of the church (greeters, lectors, altar servers, choir, participation in study groups, volunteers at events, etc.);
- Plan special events, projects, or excursions which are of appeal to young adults;
- Coordinate activities for funding special events etc.;
- Seek ways to bring the Word of God to young adults in settings where they are comfortable and willing to congregate.

II. Coordination of Christian Education

- Work with the Pastor to assure that there are appropriate programs, projects, and spiritual growth opportunities for parishioners, especially children, youth and young adults;
- Identify areas of need, concern or interest for programming or other initiatives;
- Recruit, instruct and sustain a team of volunteers and leaders and engage parents and parishioners as partners;
- Teach youth and church leaders in large or small group settings;
- Have an understanding of the physical, mental, emotional and spiritual needs of children and youth and young adults;
- Support individuals on their faith-journeys and spiritual growth;
- Design, coordinate or implement programs or activities;
- Schedule events with volunteers to offer social, educational, and physical education opportunities;
- Seek out materials necessary for programs;
- Prepare an annual budget for presentation to the Pastor and the Finance Committee;
- Work within the finalized and approved budget to oversee expenditures for approved activities;
- Prepare reports and meet with Church committees as needed;
- Work with office staff to ensure effective planning and to maintain a positive working environment.

III. Audio/Visual Coordination

- This professional position will provide technical expertise and team leadership for all of the church's sound, media, and video for the church. The environment is one of fun, creativity, and teamwork with a passion for excellence in serving and worshipping God.

- Overall A/V technical guidance, leadership and production
- Lead and train teams of volunteers
- Purchase and maintain A/V equipment
- Record (video and audio) worship services for our online services
- Direct management of A/V quality during worship services and other major events
- Keep church website updated

Education, Training and Experience

- Have a post-secondary educational background or an acceptable equivalent;
- Have a sound background and knowledge of The United Methodist faith and a confident acceptance of Church teaching;
- Have a proven track-record of successful ministry with children, youth and young adults (preferably);
- Have a history of involvement in Church life.

Special Skills, Knowledge or Technical Skills

- Demonstrate good organizational, planning, and communication skills (including listening skills);
- Have basic computer skills (email, word processing, spread sheet, power point, etc.);
- Have strong interpersonal skills, ability at conflict resolution and problem solving;
- Have a valid driver's license.

Working Requirements

- Part-Time position (26-30 hours a week);
- Some flexibility for evening and weekend work.

For more information, contact Rev. David Magruder at Zion United Methodist Church, 757-898-7417, or email at pastor@zionseaford.org.