

Join Our Ministry Team at Zion St. John Lutheran Church

Part-Time Church Secretary (20 hours/week)

Part-Time Youth Director (20 hours/week)

Zion St. John Lutheran Church, an Evangelical Lutheran Church in America (ELCA) congregation, is seeking caring, organized, and faith-filled individuals to help support the ministry of our church. We are currently accepting applications for Church Secretary and Youth Director. These positions are each 20 hours per week with flexible scheduling. Qualified candidates with the appropriate skills and experience may be considered to serve in both roles.

Church Secretary

- Greeting members and visitors with warmth and hospitality.
- Preparing worship bulletins, newsletters, and other church communications.
- Managing the church calendar, correspondence, office and parish records.
- Providing administrative support to the pastor, staff, and church committees.
- Maintaining confidentiality and helping ensure the smooth operation of the church office.

Youth Director

- Planning and leading youth fellowship, service, and faith formation opportunities.
- Building caring relationships with youth and their families.
- Recruiting, training, and supporting volunteers.
- Collaborating with the pastor and congregational leaders to strengthen youth ministry.
- Encouraging youth participation in worship, service, and the life of the congregation.

Qualifications

- Demonstrate excellent organizational, computer and social media skills.
- Communicate effectively and work well with people of all ages.
- Can work independently while collaborating with staff and volunteers.
- Are dependable, flexible, and able to maintain confidentiality.
- Support the mission and values of Zion St. John Lutheran Church and the ELCA.

If you are passionate about serving others, helping the church thrive, and sharing Christ's love through your gifts and talents, we invite you to apply.

Please submit a résumé and a brief letter describing your interest and qualifications to the church office. Applications will be reviewed as they are received and will continue until the positions are filled.

Mail to:
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422 Sherman Street
PO Box 269
Sheffield Iowa 50475

Email to:
pastor@zionstjohn.org