



Job Title: Assistant to Cross+Generational Ministries

Reports To: Director of Cross+Generational Ministries

Position Type: Part-Time (15 hours/week)

Location: Ascension Lutheran Church (ELCA), 2030 3rd St, Brookings, SD 57006

Position Summary:

The Assistant to Cross+Generational Ministries provides essential support to the children's and youth ministries—collectively known as **Faith Generation**. This role includes both administrative and hands-on responsibilities, helping ensure weekly programs, events, and activities run smoothly and reflect the church's mission to grow disciples across generations.

Key Responsibilities:

Administrative & Organizational Support:

- Maintain updated rosters, attendance records, and volunteer schedules.
- Prepare and organize curriculum materials, classroom supplies, and weekly lesson resources.
- Assist with communication to parents, volunteers, and church staff (emails, bulletins, newsletters, etc.).

Program & Event Coordination:

- Assist with set-up and clean-up of classrooms and ministry spaces on Sundays and Wednesdays.
- Help coordinate and support special events (e.g., holiday programs, family nights, youth gatherings, Vacation Bible School).
- Support volunteer recruitment, scheduling, and appreciation efforts.

Classroom & Youth Activity Support:

- Serve as backup support in classrooms or youth sessions when needed.
- Ensure all Faith Generation spaces are safe, organized, and welcoming.
- Be present and assist during regularly scheduled youth activities outside of Sunday mornings (e.g., Wednesday nights, retreats, service projects).

Spiritual & Community Engagement:

- Represent the values and mission of Faith Generation and the broader church community.
 - Build Christ-centered relationships with children, teens, families, and volunteers.
 - Participate in team meetings, trainings, and planning sessions.
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Qualifications:

- A committed Christian with a passion for children's and youth ministry.
 - Post-high school education preferred or relevant experience, minimum high school diploma or equivalency
 - Strong organizational and time management skills, and ability to multi-task
 - Excellent communication and interpersonal abilities.
 - Reliable, team-oriented, and proactive.
 - Experience in ministry or working with children/youth is preferred.
 - Must pass a background check and complete any required child protection training.
 - Computer competency
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Time Commitment:

- **Total Weekly Hours:** 10–15
- **Regular Availability Required:**
 - **Wednesdays:** Evenings and time to organize Wednesday evenings' content
 - **Sundays:** When needed
 - **Additional availability as needed and in coordination with the DCGM** for youth events, planning meetings, or seasonal programs

Compensation: Starting pay \$20/hour.

Benefits:

- Make a meaningful impact on the spiritual growth of children and teens.
- Gain hands-on experience in church leadership and ministry planning.
- Be part of a collaborative, faith-driven ministry team.

To Apply:

Please submit your resume and cover letter to: Stephanie Goldhorn **2030 3rd St., Brookings SD 57006.**

Ascension Purpose Statement: Sharing God's Word, Serving God's People: Our purpose is sharing God's Word and serving God's people with passion, through the power of the Holy Spirit."

Guiding Principles:

Believe in God: The Father, Son, and Holy Spirit

Proclaim God's Love and Forgiveness

Gather together to grow in faith

Reach out to others in Christian Love and Service.