

Register Online

Administrative Assistants Conference

Tuesday, September 29, 2026

8:00am-3:30pm

St. Paul Lutheran Church, Fort Dodge, Iowa



JOIN
US!

SCAN QR TO
register
NOW

Registration fee: \$45 if postmarked by **September 8**
(\$50 after September 8)

fee includes all materials, snacks and lunch

Payable to: Iowa District West

(please include AAC & your name in memo line)

Mail to Attn: **Emilie Jensen**
Iowa District West LCMS
409 Kenyon Road, Suite B
Fort Dodge, IA 50501

Hotel Accommodations:

A block of rooms has been reserved at Sleep Inn & Suites, 110 Leah Lane, Fort Dodge. Book online or call 515-302-8508 and ask for the Iowa District West room block. Rooms are available at a discounted rate of \$85/night plus tax through September 8, 2026, and include a complimentary hot breakfast.

Scan QR to Reserve Your
Hotel Room Online



Conference Committee

Mission Statement:

Serving Christ by serving others!

Roger Curtis.....Iowa District West
Lisa Gibson.....Gloia Dei, Urbandale
Stephanie Hatterman.....Our Savior, Denison
Michelle Hammersland.....Iowa District West
Christine Schroeder.....St. Paul, Fort Dodge
Shannon Walters.....Zion, Manning

Sleep Inn access from Kenyon Rd at Kwik Star



Access to church from 5th Ave S and S 13th St



St. Paul Lutheran Church

Also Included...

Vendors
Breakfast, Lunch, & Snacks
Door Prizes
Networking
Special Music

"Never be lacking in zeal, but keep your spiritual fervor, serving the Lord."
Romans 12:11

2026

Administrative Assistants Conference

for Ministry Assistant Professionals



ROMANS 12:11

Rejoicing in hope,
patient in tribulation,
continuing steadfastly in prayer

Sponsored by
Iowa District West, LCMS

Tuesday September 29, 2026
8:00am-3:30pm

St. Paul Lutheran Church
400 S 13th St. Fort Dodge, Iowa

Keynote Sessions

Session 1: Rejoicing in Hope — Hearts Full of Holy Humor

You are the first face people see, the first voice on the phone, the keeper of the keys, the calendar, and occasionally the pastor's last shred of sanity. Nobody warned you that "church administrative assistant" would also mean bulletin editor, tech support, coffee-maker whisperer, and unofficial therapist — all before 10 a.m. In this session, I'll pull back the curtain on my own years in and around church offices (yes, including life with a pastor at home) and remind you why hope isn't a quiet, polite feeling — it's a full-on, can't-help-it, holy belly laugh. Because the same God who calls you to rejoice in hope also gave you a sense of humor for a reason: ministry, and your sanity, need it. Come for the stories. Stay for the laughter. Leave lighter than you came.

Session 2: Patient in Tribulation — Faithing It Till You Make It

You've smiled through the budget meeting while your own world was quietly falling apart. You've fielded the complaint about the bulletin font while carrying something far heavier than a font could ever be. Admins don't get to clock out of hard seasons just because the office phone is ringing. This session is about the difference between faking it and faithing it — walking through real, hard things (I'll share some of mine) not by pretending everything's fine, but by leaning hard into a God who is patient with us in tribulation and shows up in ways we never saw coming. This is for every woman who's ever needed permission to be tired, honest, and still faithful all at once. Bring your tissues. Bring your coffee. Bring your whole, tired, faithful self.

Session 3: Continuing Steadfastly in Prayer — From Whispers to Belly Laughs: Conversations with God

Somewhere along the way, a lot of us decided prayer had to sound formal — quiet, serious, "appropriate." But what if God actually wants to hear about the copier that jammed for the fourth time today, the meeting that ran long, and the moment you laughed so hard you cried in the church kitchen? In this session, we'll talk about prayer as an ongoing conversation, not a performance — one where God laughs with you, aches with you, and wants to walk with you through every mundane and monumental moment of your desk, your calendar, and your life. Your work is holy ground, even on copier-jam days, and God wants to be in on all of it. Whisper it, shout it, laugh it — just don't stop talking to Him.

**Enter for a chance to win a coupon redeemable for
spending at our vendors and a certificate for a FREE
registration to next year's conference!*



*Meet Our Keynote
Speaker*

Shannon Zetterlund

Shannon was born and raised in Dallas, Texas, where her love for Jesus and the Word of God took root at an early age. Her family's ministry work led them to churches all over the South, creating a rich spiritual environment for her upbringing. Guided by her parents, she read a proverb a day, though she found that some of the wisdom in Proverbs was challenging to grasp as a young girl.

As Shannon grew older, she discovered a passion for storytelling, often reading Shel Silverstein books to the children she babysat. She was always captivated by how these stories could hold a child's attention. This inspired her to take the timeless wisdom of Proverbs and adapt it into a format that children could easily understand and enjoy.

Today, Shannon is married to Jay Zetterlund. She is a pastor's wife from Keokuk, Iowa. Together, they have raised five children and are now proud grandparents to two grandchildren. Their family also includes a lovable Great Dane named Pax. In addition to her roles as a wife, mother, and grandmother, Shannon is a speaker and singer. She has recently published the first three books in a series that adapts Proverbs for children, bringing God's wisdom to the next generation in a way that resonates with their hearts and minds.

To: Church Administrative Assistants/Secretaries/Professional Office Workers
From: Roger Curtis, Business Manager
Date: Summer 2026
Subject: September 29, 2026 Administrative Assistants Conference

The Administrative Assistants Conference Committee is excited to invite you to our 2026 Conference: *Fueled by Faith*. This year, we welcome back our Keynote Speaker, Shannon Zetterlund, who will keep us entertained, engaged, and energized with her practical knowledge and great sense of humor as we explore Romans 12:11: “*rejoicing in hope, patient in tribulation, continuing steadfastly in prayer.*”

You are encouraged to register by September 8, 2026 to take advantage of the early registration rate of just \$45 (if registered [online](#) and payment is sent in advance). After September 8, 2026, normal registration will be \$50. Checks should be made payable to *Iowa District West* and mailed to the district office (Attn: Emilie Jenson, Iowa District West, 409 Kenyon Rd., Suite B, Fort Dodge, IA 50501). Please include “AAC (Administrative Assistants Conference)” and your name on the memo line.

The Conference Committee has a courtesy block of rooms reserved at Sleep Inn & Suites, located at 110 Leah Lane, Fort Dodge. The preferred (most efficient) method of reservation is [online](#), but you can also call the hotel directly at 515-302-8508 and request the *Iowa District West* room block. The discounted rate is \$85/night (plus tax) through September 8, 2026. A hot breakfast is also included.

Your congregation is encouraged to cover your registration, mileage, and lodging (if needed).

A wide variety of goods and services will be available for purchase at the vendor tables during registration, lunch, and breaks. We encourage you to spend some time browsing what they have to offer.

See the conference brochure for additional details, and feel free to share it with others in your community who may be interested in attending.

We look forward to seeing you in September!

IOWA DISTRICT WEST ADMINISTRATIVE ASSISTANTS CONFERENCE

Payment Form

Complete the information below and mail check to Iowa District West.

Congregation Name/City

Participants (Please Print)

1 _____
2 _____
3 _____

Registration fee: \$45 per person (*before* September 8, 2026)
\$50 (*after* September 8, 2026)

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