

NT-NL POSITION DESCRIPTION

TITLE: Bishop Associate for Leader Formation and Congregational Care
Northern Texas-Northern Louisiana Synod

REPORTS TO: Synod Bishop (Bishop Elect Rev. Erik Gronberg)

HOURS/BENEFITS: Full-time/Compensation & benefits commensurate with experience.

POSITION BEGINS: As soon as July 1, 2016

POSITION SUMMARY:

This position is responsible for the care of congregations and worshiping communities, leaders in mobility, and the formation of leaders through candidacy, continuing education, and lifelong learning. This position will support congregations and leaders in the synod through focus on three areas of ministry:

1. Congregational care in times of transition, growth, decline, and conflict.
2. Formation of lay leaders and those pursuing ordination, as well as leaders within congregations.
3. Lifelong leadership development in coordination with the center for leadership at Briarwood.

This position will be an essential part of the office of Bishop's work in being present with, equipping, and forming the leaders and congregations in the synod for mission. It will pay particular attention to NT-NL and ELCA commitments to be in ministry among ethnic, multicultural and emergent communities; as well as ministry among people living in poverty. The person in this position is expected to fully participate in the life, fellowship, and ministry of the synodical staff and in synodical initiatives.

PRINCIPAL ACCOUNTABILITIES:

- 1) Congregational Care
 - Presence: Being present with lay and ordained leaders in congregations utilizing personal visitation, various technological tools, and social media as appropriate.
 - Pastoral Transition: Work with congregations preparing to call a new or additional pastoral staff person in developing site profiles and call committees.
 - Mobility: Being present with congregations and having an awareness of those that may be entering the mobility process and what type of leader might best serve that context.
 - Conflict Resolution: Work with congregational leadership to find adaptive solutions to conflicts that reflect the mission, vision, and priorities of the synod and the congregation.
- 2) Formation of Leaders
 - Candidacy: Primary staff contact to the candidacy committee. Assist potential candidates for lay or ordained roster by providing information about the various tracks for ordained ministry.
 - Interim Ministry: Develop and maintain a roster of leaders who are equipped and ready to serve congregations during interim periods.
 - Call Process Administration: Support NT-NL pastors in discernment for call process, be aware of potential candidates for call around the ELCA, and support issuing of calls.
 - Campus Ministry: Primary staff contact to existing campus ministry and awareness of potential for developing additional campus ministries across the NT-NL.
- 3) Lifelong Leadership Development
 - Continuing Education: Contribute to conversations and planning for leadership development opportunities for clergy and lay leaders around the synod (ie. Parish Lay Mission Academy, Bishop's Convocation, Tri-synodical conference, Synod assembly, etc...).

-Center for Leadership: work with the team developing a model for leadership development and sustainability for the leadership center at Briarwood.

- 4) Advocate with congregations and synodical officers for full participation of women, people of color, and language other than English in placement of pastors and other rostered leaders.
- 5) Manage and administer the work of this position in an efficient and timely manner within established policies, procedures and guidelines.
- 6) Participate in personal and professional development, through continuing education opportunities, including ELCA Anti-Racism Training and Education.
- 7) Report to the bishop for daily operations and overall annual performance review.

QUALIFICATIONS:

- 1) Individual must be actively rostered in the ELCA.
- 2) Strong commitment to leadership development and a passion for connecting with and equipping leaders.
- 3) Awareness of and a high level of fluency with the diverse contexts in the NT-NL territory.
- 4) Demonstrated ability and experience in ministry among communities of color. Ability to relate and communicate well in diverse cultural, ethnic and socio-economic situations.
- 5) Demonstrated ability in setting and achieving goals, meeting deadlines, and being responsive.
- 6) Ability to utilize congregational trend reports and demographic data and process that data for conversations with congregational lay leadership.
- 7) Proven effective management and administrative experience.
- 8) Exceptional interpersonal, organizational, analytical and communication skills.
- 9) Ability to work in partnership with peers, other unit staff, synodical, and regional staff.