

## **Job Description: Assistant to the Bishop for Call Process & Congregational Care**

### **About the Synod**

The Western Iowa Synod of the Evangelical Lutheran Church in America (ELCA) is a geographical centered regional district of the ELCA denomination. It encompasses roughly the western 1/3 of the state of Iowa, including 41 counties, and 109 congregations. Leadership of the Synod is comprised of an elected Bishop, a small employed staff, and numerous volunteers serving in elected positions of governance. Much of the synod is comprised of rural landscape and communities of various sizes, including 3 metro areas (Sioux City, Fort Dodge, Council Bluffs/Omaha, NE).

### **About the Position**

The Assistant to the Bishop for Call Process and Congregational Care is a part-time position, which will be best served by a Rostered Minister who also serves in a part-time Congregational Call setting. The Call is co-terminous with the synod bishop and will end either at the conclusion of the current bishop's term (2031 or 2037 if re-elected). The position will be a mix of in-person and remote work, and is an exempt position. The position has responsibilities that require them to live in the geographic territory of the synod, and to be in the synod office periodically. Duties include oversight into Congregational Call Process and Rostered-Leader Mobility Process, oversight in Continuing Education opportunities for different groups of ministers, helping to develop inter-congregational agreements and partnerships, and assisting the Bishop in the facilitation of care for congregations.

### **Travel**

This position includes duties that will sometimes require travel around the synod, which may include evenings or weekends. Other responsibilities will be accessible by remote/electronic means such as phone or Zoom. Most travel can be accomplished in a single day, though some overnights may be necessary.

### **Duties**

- Oversee Call Process/Mobility
- Oversight of SAM's
  - Educational Opportunities
    - Typically every other month
    - Exploring Shared Educational Process with NE IA, SE IA, and South Central WI
  - Facilitating Mentor/SAM Connections
- Oversight of 1<sup>st</sup> Call Education for Rostered Ministers
  - Collaborate with Volunteers in Facilitating Schedule, Potential Speakers based on Topics
- Collaborate with Assistant to the Bishop for Candidacy to Facilitate 1<sup>st</sup> Call Process for Candidates
- Facilitate Conversations/Agreements Between Congregations for Shared Ministry
- Assist the Bishop in Matters of Congregational Issues
- Assist the Bishop in Matters of Misconduct
- Collaborate with All Synod Staff Members in Planning/Leading Large Scale Events
  - Annual Synod Assembly
  - Annual Fall Theological Conference
  - Annual Boundaries Training
- Other Duties as Assigned

## **Requirements**

- ELCA Rostered Minister preferred though not required. Ideally this individual will be Rostered and called to a congregation which has the flexibility to accommodate Synod duties.
- Experience effectively leading an effort that helped bring people to faith. Grounding in Christian faith and familiarity with Lutheran theology, evangelism, discipleship and the theories and practice of mission development that responds to God's grace in Jesus Christ.
- Effective communicator in preaching, teaching, writing and evangelical outreach.
- Exceptional interpersonal, organizational, analytical and communication skills and the ability to work in partnership with peers, other synod and regional staff.
- Experience using Microsoft Office suite of applications, web-based communication platforms (Zoom, Microsoft Teams, etc.). Ability to learn new software and systems.
- Familiarity with ELCA Call Process along with the ability to adapt and learn ELCA mobility database platform.
- Experience in ecumenical activities and relationships is beneficial, particularly with the ELCA's full communion partner denominations.

## **Physical**

While performing the duties of this job, the employee is regularly required to talk and hear and use hands and fingers to operate a computer and telephone. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

## **Contact**

If you have questions about this job or your application, please contact the Western Iowa Synod Office. Application can be made by submitting Resume and/or ELCA Rostered Minister Profile (which should be updated but does not need to be active in the Mobility Portal). Submission should be made electronically to Western Iowa Bishop Scott Dalen at [scott.dalen.rev@wisynod.org](mailto:scott.dalen.rev@wisynod.org) with "Assistant to the Bishop Application Process" in the subject line.

## **Salary**

Commensurate with qualifications and relevant experience. Anticipated range in compensation \$20,000-25,000/year. Compensation may be provided directly to the employee, or may be paid to a congregation in which the employee is also called as minister, with the congregation then providing payment directly to the employee. Details of payment will be open to negotiation given the circumstances of the individual and congregation.

## **Hiring Process Timeline**

The position is open until filled, with the initial period of application open through mid-November.