

NORTHEASTERN IOWA SYNOD, ELCA

The employees of this synod, in all their services - both within the synod and in the fulfillment of the Church's mission in the world - shall carry out the duties to which they are assigned in faithfulness to Christ and the mission of the Evangelical Lutheran Church in America.

TITLE: Assistant to the Bishop for Shared Ministry

REPORTS TO: Bishop

POSITION SUMMARY

The Assistant to the Bishop for Shared Ministry is part of the executive team and represents the Bishop throughout the Synod and beyond, with an emphasis on strengthening the bonds of Christian Community between congregations, rostered leaders, the NEIA Synod, and the ELCA.

PRINCIPAL ACCOUNTABILITIES:

- A. Represent the Bishop
- B. Pastoral Care of the Roster
- C. Mission Support
 - Congregational Stewardship and Mission Support
 - Coordinate Annual Synod Mission Emphasis
 - Congregational Education & Communication
- D. Development Support & Management
 - Fund for Leaders
 - Manage Synod Fund for Leaders Scholarship & Fall Scholarship
 - Endowment Fund Investment Committee Liaison
 - New Synod Initiatives
- E: Call Process (shared with Assistant to the Bishop for Rostered Leadership)
 - Resource for congregations and call committees
- F. Leadership Growth & Renewal
 - First Call Theological Education
 - Synod & Tri-Synodical Fall Conferences
 - Spring Day of Renewal
- G. Special Ministry Calls & Relationships
 - Contracts for Interim Pastors
 - Contracts for Pastors in Shared Ministries Not Sharing a Call
 - Coordination of calls to extra-parish ministries (chaplains, campus pastors etc...)
- H. Staff Liaison for:
 - Generosity Network
 - Companion Synods in Hungary & Namibia Networks
 - Disaster Response

Hunger Network
Home Life Network

I. Other duties, networks & committees as assigned by the Bishop.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree, excellent mission development, organizational, communication, and interpersonal skills. Enthusiasm for the ministry of the NEIA Synod and ELCA. Flexibility, creativity, problem-solving skills, and a positive attitude are essential. ELCA Rostered Minister preferred. Completion of background check.

TO APPLY:

Send a cover letter to Bishop Kevin Jones (jonesk@neiasynod.org) briefly expressing your interest and your sense of call to this position. Ordained candidates must have an updated Rostered Minister Profile (RMP) on file. Non-ordained candidates should include a resume and a list of references. The position will be posted until it is filled.