

Associate with the Bishop for Vocation and Leader Formation – Eastern North Dakota Synod

Position Summary: The Associate with the Bishop for Vocation and Leader Formation serves as a member of the bishop's leadership team and provides leadership, through a lens of vocation, for formation of current and future leaders across the synod. Key to this position is the responsibility for cultivating and supporting a culture of call and baptismal identity for all – lay and rostered.

Position Details: Exempt; half-time position with night/weekend commitments; benefits eligible

Key Responsibility Areas:

Candidacy: *Serve as Candidacy Manager and provide leadership for Discernment & Candidacy Ministry*

- Partner with the bishop, rostered ministers, lay leaders, congregations, ministries, regional colleagues, and ELCA CWO partners to encourage, nurture, and support future leaders for the church, especially those considering rostered ministry
- Interpret and communicate the ELCA Candidacy Process
- Relate to and support Candidates and the Candidacy Committee
- Tend to regular communication and documentation for candidates and committee
- Facilitate planning for Candidacy Committee meetings and any Candidacy Retreats
- Liaise with colleagues across the ELCA, especially Region 3 Candidacy colleagues and the Region 3 Candidacy and Leadership Manager (CaLM)
- Create or curate discernment resources for newsletter, website, and for discernment events
- Participate in planning for discernment events for prospective candidates

Leader Development: *With an attention to ongoing formation and with the support of the synod office administrator, ensure the cultivation and provision of high-quality, high-impact events for rostered ministers, synod lay ministers, lay leaders, and congregational members, including but not limited to:*

- Synod Assembly
- Fall Theological Conference
- Retired Rostered Minister Brunch
- First Third of Life Brunch
- Ready to Retire Workshop
- Professional Development 3-year cycle (Anti-racism, boundaries, gender justice)
- Council Member Training
- Joint Theological Day
- First Call Theological Education Retreat
- Needed or desired formation/learning/growth opportunities

Vocation Ministry: *Steward and lift up ministry in daily life, including but not limited to Synod Lay Ministry*

- Lift up baptismal call as a way of life
- Steward a team-based approach to Synod Lay Ministry by supervising and facilitating the coordination of work executed by the SLM Coordinator and the Mentor Coach & Developer. The Associate ensures the overall shape of the program, while creating space for each team member to provide their unique contributions and responsibilities. Daily leadership is provided by the Synod Lay Ministry Coordinator.
 - Provide regular evaluation of current SLM program, considering future needs, trends, and adjustments, bringing recommendations to the bishop on behalf of the team
- Seek opportunities to deepen engagement and understanding across the synod of ministry in daily life

Shared Responsibilities across the Leadership Team (Associates and DEM):

- Regular Full-Staff Meetings and Leadership Team Meetings (Associates, DEM, and Bishop)
- Congregational leadership development and support
- On-call
- Attendance at minister monthly conference meetings *as available on a half-time basis*
- Sunday/worship congregational engagement: Mission interpretation and preaching / congregational anniversaries / rostered minister installations – approximately 1-2 Sundays per month (negotiable if part-time in another job/ministry)
- Support and troubleshooting for congregational leaders as requested
- Rostered Minister Farewell and Godspeed, when the bishop is unavailable
- Pastoral care of rostered and lay ministers
- Bishop designee as needed

Supervisory Responsibilities:

- Synod Lay Ministry Coordinator
- Mentor Coach & Developer

Education/Training and Work Experience

- ELCA Rostered Minister strongly preferred
- Master's level in theology, M.Div., or related field required
- Minimum of five years of congregational experience strongly preferred

Expectations and Requirements

- Faith in Jesus Christ.
- Demonstratable understanding of and commitment to the ministry and polity of the Evangelical Lutheran Church in America (ELCA), the ministries of the Eastern North Dakota Synod, and Lutheran theology and practice.

- Thorough knowledge of the Eastern North Dakota Synod's structure, policies, and procedures (resources will be provided).
- Commitment to a theology of vocation and the ministry of the baptized

Skills Necessary

- Outstanding communication skills, including spoken, print, and electronic formats.
- Strong interpersonal skills, strong emotional intelligence, active listening, trustworthiness, ability to navigate difference gracefully, and ability to maintain the confidentiality of sensitive information.
- Effective organizational skills, self-starter, accountable, personal initiative, coachability, and ability to function responsibly with executive oversight.
- Ability to track and carry out details while also keeping the big picture in focus.
- Ability to cultivate, invite, and welcome others, especially from the margins
- Ability to work collaboratively with others, including synod staff, lay and rostered leaders, youth and individuals of many skills, backgrounds, and life stories/situations.

Accountability: Reports to the Bishop

Interested applicants should email Bishop Tessa Moon Leiseth (bishoptessa@eandsynod.org) with a letter of interest. If the candidate is from another synod, the home bishop's permission or an active RMP are necessary in order for conversation to proceed.