

**Position Description: Director of Mission Support (0.5 F.T.E.) and
Assistant to the Bishop (0.5 F.T.E.)
Sierra Pacific Synod, E.L.C.A.**

Reports to: Office of the Bishop of the Sierra Pacific Synod and EOCM

Director of Mission Support

This halftime position (0.5 FTE) represents the Evangelical Outreach and Congregation Mission (EOCM) unit in the territory of the Sierra Pacific Synod, and is responsible for engaging synodical leaders, structures and strategies in the formation and development of evangelical congregations which reflect the purposes, principles and commitments of the synod, EOCM and the ELCA as a whole.

The Leader for Mission Support will work in partnership with the Director of Evangelical Mission in the coordination and leadership of stewardship ministry and education in the synod through the formation and coordination of three synodical tables:

1. synodical missional strategy table;
2. congregation/mission support table; and
3. mission table for congregational development, new and renewed congregations.

This position and tables will pay particular attention to the implementation of 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 and ministry of the synodical staff and in synodical initiatives. This position will be supervised jointly by both the office of the Sierra Pacific Synod Bishop and EOCM. Other assignments of responsibility will be made by the Sierra Pacific Synod Bishop and EOCM designee. The position will be based in the Sierra Pacific Synod area.

Assistant to the Bishop for Fresno/Southern Central Valley and Foothills

This halftime position (0.5 FTE) offers support to 40 + Congregations through:

Congregation care -- Attendance, preaching, ongoing communications
Congregations in conflict /crisis by attention, intervention, communication,
and consultation
Congregational vacancies -- call process care for congregation, departing
pastor and call candidates
Care/counseling /support for called professional leaders (lay and clergy)
and their families
Conference Deans liaison
Attends/supports Synod/Conference events /Congregational Council
Meetings/Events

Additional Synod-wide Responsibilities:

Oversight of Synod communications: e-newsletters, mailings, hard-copy
newsletters, web site
Relate to Campus Ministry sites

Principal Accountabilities for Director of Mission Support:

- 1) Participates in the development and coordination of synodical missional strategy process and for building and development of key relationships with missional leaders who will form the synodical missional strategy table.
 - 1a. Strengthens the missional theological framework of the synod by inviting and equipping local congregations, clusters, conferences to envision and implement their commitment to evangelical outreach and stewardship in their setting.
 - 1b. Interprets well and engages the context and its multiple audiences and assets and additionally equips local leaders to do the same.
 - 1c. Assists in assessing the health and missional drive of congregations and the Synod (i.e. through Natural Church Development and Organizational Quality Management).
- 2) Responsible for the development and formation of a mission support table/team. This team will create a mechanism for synodical mission support that includes stewardship education, convenes mission support conversations, strengthens synodical and congregational generosity and promotes asset thinking and planning.
 - 2a. Assists the synod, through the mission support team and other synodical teams, by encouraging and developing a growing congregational and synodical mission support process which includes the coordination of congregational consultations, annual response, teaching, and the appreciation for grateful and generous giving.
 - 2b. Responsible for synodical mission interpretation that facilitates the communication of stories of God's active presence in congregations and in people's lives through giving mission support.
 - 2c. Responsible for providing stewardship education and introducing resources to congregations.
 - 2d. Responsible for developing relationships and networks working toward sustainable mission and ministry in the synod (i.e. ELCA Development Services, ELCA Foundation and others).
- 3) Participates in the formation and coordination of a synodical mission table/team that identifies potential fields and resources for the development of new and the renewal of evangelizing congregations in the synod.
 - 3a. Provides consultation to congregations under development, to newly organized congregations and to congregations in renewal in the following areas: organizational development, administration, stewardship and evangelization. Particular attention will be given to beginning new starts in a sustainable way – financial, spiritual, benevolent (15% mission support).

3b. In cooperation with the Mission Investment Fund staff leads the process for the identification and acquisition of land and/or building for housing the ministries, with specific responsibility for preparing and submitting the forms to initiate the process.

3c. Coordinates with the synods the process of regular review and evaluation of ministries related to the unit and provides required documentation in a timely manner.

- 4) Works in partnership with synodical, regional and other churchwide staff and is responsible for the full participation of people of color and language other than English in the missional tables.
- 5) Manages and administers the work of this position in an efficient and timely manner within established policies, procedures and guidelines.
- 6) Participates in personal and professional development, through continuing education opportunities, including ELCA Anti-Racism Training and Education and EOCM Cultural Proficiency Activities
- 7) Carries out other tasks and serve on work teams related to the overall work of this position as may be assigned by the Executive Director and Synod Bishop.
- 8) Reports to the office of the bishop for daily operations with overall annual performance conducted jointly by EOCM and the Synod.

Overall Qualifications:

- 1) Effective grounding in missional theology, the theories and practice of mission development and church growth, and in the biblical and Lutheran understanding of stewardship that responds to God's grace in Jesus Christ.
- 2) Strong commitment to the evangelical outreach of the ELCA.
- 3) Demonstrated ability in working with leaders in strategic planning.
- 4) Extensive knowledge of the organizational structure of the ELCA and its congregations.
- 5) Ability to utilize congregational trend reports and demographic data in the process of the development of new and the renewal of congregations.
- 6) Knowledge of real estate theory, practice and terminology and general knowledge of church building methods.
- 7) Proven effective management and administrative experience.
- 8) Exceptional interpersonal, organizational, analytical and communication skills.
- 9) Demonstrated ability and proven experience in ministry among communities of color. Ability to relate and communicate well in diverse cultural, ethnic and socio-economic situations.

- 10) Ability to work in partnership with peers, other unit staff, synodical and regional staff.
- 11) Active participation in a Christian congregation and God's mission.
- 12) Ability to seek out additional resources and persons who can expand the capacity of the unit in doing God's mission.

PERSONNEL POLICIES STATEMENT: *In all of its services, both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.*