



Assistant to the Bishop for Congregational Vitality

Title: Assistant to the Bishop for Congregational Vitality

Reports to: Bishop Jen Nagel

Position Details: Full-time; primarily works in-person, but will include some hybrid meetings and the ability often to work remotely one day a week (Monday or Friday); the synod office is open 8:30 a.m. to 5:00 p.m., however, this position will require meetings and commitments outside of these hours, such as evening meetings, Sunday mornings, or weekend events; travel will occur within the greater metropolitan area

Status: Exempt

Minneapolis Area Synod

The Minneapolis Area Synod (MAS) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). MAS includes 137 communities of faith in the greater Minneapolis metropolitan area. The synod staff supports the member congregations, as well as the lay and rostered leaders of the synod. We are church together: accompanying one another and our neighbors, witnessing to the transforming love and grace of Jesus Christ, organizing for service and justice close to home and around the world, resourcing our congregations for ministry, and celebrating the Holy Spirit's presence and activity in all of this. "The Minneapolis Area Synod works together so that all experience gracious invitation into life-giving Christian community and live in just and healthy neighborhoods." You can learn more about the Minneapolis Area synod here: [Minneapolis Area Synod of the ELCA \(mpls-synod.org\)](http://mpls-synod.org)

Position Summary

The Assistant to the Bishop for Congregational Vitality is a member of the synod staff who works closely with the other Assistants to the Bishop and the Bishop, proclaiming the gospel love of Jesus Christ. Together, they walk with congregations and leaders (both rostered and lay), particularly during call processes and transitions. They assist congregations and leaders during times of tension and conflict, and facilitate God's ministry within the Minneapolis Area Synod. While some tasks of Assistants to the Bishop are similar, this role has a focus on congregational vitality, including innovation, facility use, partnerships, and congregational health.

Essential Functions

- **Be a team player** with other synod staff, rostered and lay leaders, and congregations; contribute faithful leadership, wisdom, experience, and a collaborative spirit to a vital leadership team that is committed to fulfilling the synod's mission.
- **Relate to six conferences in the synod** and assist their congregations and rostered leaders with call processes, transitions, crisis management, community engagement, staffing, and pastoral care.

- **Represent the Bishop in worship services and gatherings** such as installations, farewells, and other occasions. There are opportunities for gospel preaching, presiding, and leading adult education.
- **Promote congregational vitality** in all congregations. Gather cohort groups and facilitate programs that strengthen congregational life.
- **Provide leadership in conflict resolution** through direct involvement, as well as by training and resourcing others (congregations, rostered leaders, staff members).
- **Work with the Bishop to implement the vision**, strategic plan, and overall mission of the synod. This includes maintaining an awareness of changing ministry dynamics, and a commitment to innovation, connectedness, and creative collaboration.
- **Lead as the transition and crossroads specialist**, and work with congregations at critical junctures in their ministries. Serve as a resource for congregations considering how to be good stewards of their facilities.
- **Maintain up-to-date knowledge of congregational constitutions** and support congregations as they update their constitutions.
- **Serve as staff liaison** to several committees and teams, including our global partnerships and elements of our racial justice work.
- **Participate fully as a member of the Minneapolis Area Synod staff**. Attend weekly staff meetings and participate in synod-wide events (Bishops Theological Conference, Synod Assembly, Ministerium, etc.). Participate in the ELCA Churchwide expression and the ELCA national network of Assistants to the Bishop
- **Review of staff roles and division of work**, as needed, in order to maintain equitable workloads and utilize individual strengths.

Skills/Qualifications:

- **Education and Credentials:** A Master of Divinity (M.Div.) is essential, with some advanced training or study desirable. Candidate must be an ordained Word and Sacrament leader in good standing in the ELCA.
- **Experience:** Candidate must have at least 5-7 years of successful congregational pastoral ministry, with demonstrated experience in innovation and transformation.
- **Skills in and commitment to:**
 - factors that contribute to healthy congregations;
 - a racial equity lens and experience;
 - systems theory thinking;
 - church development and redevelopment;
 - understanding of the workings of the Churchwide Organization of the ELCA and a heart for the wider church;
 - leadership, conflict resolution, and mediation;
 - emotional intelligence, self-awareness, and good listening skills;
 - deep life of faith, spiritual practices, and healthy boundaries;
 - ability to work in a team setting as well as independently;
 - exceptional communication skills, organization, and follow through.

Interested candidates should provide a letter of interest to Jessie Goeke (Executive Assistant to the Bishop) by November 15, 2024, and ensure their RMP is active by November 25, 2024.

Jessie Goeke, Executive Assistant to the Bishop
Exec.asst@mpls-synod.org