# Assistant to the Bishop for Ministry Transition

Position Description Indiana-Kentucky Synod, ELCA

# Overview

The Indiana-Kentucky Synod Assistant to the Bishop for Ministry Transition reports directly to the bishop of the synod and serves to both represent the Office of the Bishop and to initiate, lead, and coordinate particular aspects of the synod’s ministry, guided by the synod’s mission, vision, priorities, and core values, in consultation with the bishop, and in partnership with other synod staff, the Synod Council, Conference Deans, and other synod leaders, members, and faith communities. It is expected that this Assistant is a rostered Deacon or Pastor who will be compensated according to synod standards and established practices. The four primary areas of responsibility for the Assistant to the Bishop for Ministry Transition are (1) Call process with rostered ministers and mission centers, (2) Transitional ministry, including pastor of record and interim ministry, **(**3) Collaboration with Director for Evangelical Mission, (4) Management and Development of the Synod’s roster, and (5) Global companion church relations/HKBP in Indonesia. In addition, it is expected that Assistants to the Bishop will be available for Sunday morning and other weekend engagement with congregations and other ministries across the synod. Other duties and responsibilities may be assigned or requested by the bishop as needed for the sake of the synod’s engagement in God’s mission.

This position is considered full-time exempt employment (salaried rather than hourly) with the expectation of an average of 40-45 work hours/week.

# Call Process

* Serve as primary “call contact” with ELCA churchwide offices, including primary access to databases and other roster-related concerns with the Office of the Secretary
* Steward the sharing of materials, resources, and processes regarding transition and call process with rostered ministers and mission centers
* With the bishop, create a process for and train, support, and oversee a cadre of call facilitators located across the territory of the synod to work directly as needed with calling agencies with and on behalf of the bishop’s office
* Provide coaching/training for call committee chairs/committees

# Transitional Ministry

* With the bishop, assist rostered ministers and the ministries they are leaving to do so in healthy, appropriate ways
* Coordinate interim ministry with and for congregations in transition; with the bishop, identify, support, and oversee interim ministers
* Coordinate and deploy pastors of record
* With the bishop and Assistant to the Bishop for Emerging Ministers and Ministries, coordinate, deploy, oversee, and support Synod Authorized Ministers
* With the bishop, employ conflict management where discord threatens the well-being of the rostered leaders or congregations.

# Collaboration with DEM

* With the Director for Evangelical Mission, engage congregations and other ministries in exploring God’s call for them, including consideration of shared ministry and other new ways of engaging mission and ministry
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* With the Director for Evangelical Mission, provide leadership support to Leaders of Shared Ministry
* With the Director for Evangelical Mission, report on the financial logistics of Shared Ministry

# Management and Development of the Synod’s Roster of Ministers

* Work with the bishop and the bishop’s administrative assistant in managing the synod’s roster of ministers, including those who are Under Call, On Leave from Call, Disability, Retired, and in non- congregation-based call (e.g., chaplaincy)
* With the bishop, relate to the ELCA Office of the Secretary and the Conference of Bishops Roster Committee in matters related to the rosters of the church
* Steward synod Freed to Lead funds (intended to address rostered minister debt) and the Phanuel Fund (intended to assist small congregations in supporting pastoral ministry)
* Facilitate Synod Continuing Education Grants
* With collaboration from Synod Program Staff, plan the annual Professional Leaders Gathering.
* In collaboration with the Synod Planner, oversee worship planning for the Synod Assembly – in person (and virtual as needed).

# Global Companion Church/ Huria Kristen Batak Protestan (HKBP) in Indonesia (in Batak: Hah-Kah-Bay-Pay)

* Serve as the bishop’s representative in coordination of the synod’s relationship with HKBP in Indonesia and in communications with Indonesia’s leadership
* Liaison with ELCA Churchwide global mission staff that include HKBP
* Work with volunteers of the synod to deepen, expand, and manage the synod’s relationship with the HKBP in Indonesia and to involve congregations and leaders of the synod in the accompaniment

# Also Expected

* Participation in regular staff meetings, retreats, and in other practices that cultivate teamwork and healthy mutually supportive relationships with other synod staff
* Participation and leadership as appropriate in synod events and meetings, such as Synod Council, Synod Assembly, Deans’ meetings, committees and task forces, etc.
* Travel, as necessary, to be with mission centers and their leaders for worship, meetings, and other events

# Synod Mission

Empower, equip, and encourage the people of God to make Christ known

# Synod Vision

Every person a missionary, every leader a mission director, every faith community a mission center

# Synod Priorities

1. Develop and support missionary leaders, both rostered and lay
2. Deepen and expand collaboration and communication
3. Cultivate local faith communities as mission centers
4. Form and send faith-filled disciples

# Synod Core Values

* + We are Christ-centered and mission focused.
  + We collaborate with one another within and beyond the synod in a spirit of trust and the mutual welcome of one another’s gifts and perspectives.
  + We communicate in ways that take seriously our interconnectedness and interdependence.
  + We are compassionate with one another and with all.
  + We are committed both to excellence and to risk-taking.
  + We share decisions and accountability and live in the forgiveness and freedom of the Gospel.