

OFFICE OF THE BISHOP: STAFFING PLAN

Rocky Mountain Synod, ELCA

August 2016

Bishop Gonia's staffing plan for August, 2016

Assistants to the Bishop– providing leadership in key programmatic areas that support the bishop in carrying out assigned responsibilities

- **Assistant to the Bishop for Congregational Life** (Rev. Sarah Moening) – primary responsibility for congregational transitions and for resourcing congregations for ministry – liaison to First Call Theological Education
- **Assistant to the Bishop for Leadership Support** (Rev. Kent Mueller – 4/5 time) – primary responsibility for working with Candidacy Committee, support of rostered leaders, and management of the Bishop's Office
- **Assistant to the Bishop for Synodical Life** (Erin Power, Diaconal Minister) – primary responsibility for synodical communication, synodical events, and mission interpretation
- **Assistant to the Bishop for Faith Formation** (to be filled – 1/2 time) – primary responsibility for relationship with synodical Faith Formation ministries and networks including campus ministry, outdoor ministries, Faith Formation Network, etc

Administrative Staff – working with essential administrative responsibilities within the Office of the Bishop

- **Executive Administrator** (Janice Ladd-Horkey) – management of key administrative tasks for the bishop and for staff working with candidacy, congregational transitions, rostered leaders
- **Administrator for Finance** (Cheryl Almquist) – management of the financial bookkeeping of the synod in collaboration with the treasurer and administrative support for staff working with synodical events, new and renewing congregations, and redevelopment
- **Receptionist/Communications Assistant** (Maria Sutton – 1/2 time) – management of the reception of guests to the Lutheran Center, phone calls to the Bishop's Office, and administrative support for staff working with synodical communications

Directors– providing leadership and oversight for particular areas of ministry within the Synod in collaboration with our ELCA Churchwide Ministries

- **Director for Evangelical Mission** (Rev. Judith VanOsdol) – oversight of the synod's work with new and renewing congregations/ministries, ethnic specific congregations/ministries, congregational vitality and generosity [Financial Support for this work is made possible by the ELCA Domestic Mission Unit]
- **Director for Lutheran Advocacy Ministry Colorado and Bishop's Liaison to Social Ministry Organizations and Lutheran Disaster Response** (Peter Severson) – oversight of the work of ELCA advocacy in Colorado and providing assistance to the bishop in the synod's relationship to social ministry organizations and Lutheran Disaster Response [financial support for this work is made possible in part by ELCA World Hunger]
- **Director for Lutheran Advocacy Ministry New Mexico** (Ruth Hoffman – 4/5 time) – oversight of the work of ELCA advocacy in New Mexico [financial support for this work is made possible in part by ELCA World Hunger]

Key Areas of Responsibility for Office of the Bishop Staff (August 2016)

** denotes areas of responsibility previously included in the Shared Ministries position served by Pastor Ron Roschke*

ASSISTANTS TO THE BISHOP

Assistant to the Bishop for Congregational Life

- Congregational transitions
- Congregational resources
- Lay leadership development
- Coordinate with DEM on redevelopment
- Liaison to First Call Theological Education*

Assistant to the Bishop for Leadership Support (4/5 time)

- Office of the Bishop Management
 - Management of Office of the Bishop Calendar
 - Coordination of Administrative Staff
 - Oversight of Lutheran Center property and partnerships
 - Office of the Bishop Communication Strategy
- Liaison to Candidacy Committee*
- Oversight of Rostered Leader Support including
 - Communication with Rostered Leaders
 - Prayer List
 - Healthy Leaders Committee
 - Resource on Severance and Disability*
 - Resources for Rostered Leaders
- Office of the Bishop Communication
 - Leadership Link
 - Rostered Leaders
 - Ecumenical Partners
 - Synod Council
 - Technology

Assistant to the Bishop for Synodical Life

- Synodical Communication
 - eConnection
 - Social media (Facebook, Twitter, etc.)
 - Print communication (Landscape & Living Lutheran insert)
 - Website content
- Synodical Events
 - Synod Assembly
 - Theological Conference
 - Synodical Conference Gatherings
 - Logistical Support for Youth Gatherings
- Mission Interpretation
 - Global Mission/Companion Synod Liaison*
 - World Hunger Communication*
 - Congregation and Conference Connections
- Other:
 - Support to DEM for Ministry Reviews

Part-Time Assistant to the Bishop for Faith Formation (1/2 time)

- Bishop's Liaison to:
 - Campus Ministry*
 - ELCA Colleges and Seminaries – Ecumenical Educational Institutions*
 - California Lutheran University/Pacific Lutheran Theological Seminary
 - Wartburg West
 - Iliff School of Theology
 - Faith Formation Network
 - Practice Discipleship
 - Extravaganza
 - ELCA Youth Gathering
 - First Third of Life Team
 - Outdoor Ministries*
 - Rainbow Trail
 - Sky Ranch
 - Synodical Youth Gatherings
 - Youth Discipleship Team
- Resource for RMS Teams and Congregations
 - Safe Haven
 - Pre-schools
 - Congregational Faith Formation Ministries

DIRECTORS

Director for Evangelical Mission

- New Ministries
 - Synodically Authorized Worshipping Communities
 - Congregations Under Development
 - Area Ministry Strategies
- Congregational Renewal and Redevelopment – in coordination with Assistant to the Bishops for Congregational Life
- Ministry Reviews
- Generosity and Stewardship
- Synodical Administration and Holy Closure for Congregations

Director of Lutheran Advocacy Ministry Colorado and Bishop's Liaison to Social Ministry Organizations and Lutheran Disaster Response

- Lutheran Advocacy Ministry – Colorado
- Liaison to RMS Social Ministry Organizations*
 - Lutheran Family Services Rocky Mountains
 - Eben Ezer Lutheran Care Center
 - Upbring
 - Emerson Gardens
 - Urban Servant Corps
- Liaison to Lutheran Disaster Response*

Director of Lutheran Advocacy Ministry New Mexico

- Lutheran Advocacy Ministry – New Mexico
- Liaison to New Mexico Conference of Churches and Border Servant Corps.

ADMINISTRATIVE STAFF

Executive Administrator

- Administrative Assistant for the Bishop
 - Bishop's calendar
- Administrative support for
 - Candidacy
 - Congregational Transitions
 - Rostered Leaders
 - Synod Council

Administrator for Finance

- Synodical bookkeeping and budgeting
- Administrative support for
 - New starts/mission developers
 - Renewing and redeveloping congregations
 - Generosity/Stewardship
 - Synodical events
 - Mission Interpretation

Receptionist/Communication Assistant (1/2 time)

- Receptionist
- Administrative support for
 - Synodical communications

** denotes areas of responsibility previously included in the Shared Ministries position served by Pastor Ron Roschke*



Rocky Mountain Synod
Evangelical Lutheran Church in America
God's work. Our hands.