***2019 Position Description***

**Director: Lutheran Advocacy Ministry-New Mexico**

**Collaborate with other Office of the Bishop staff, the Synod Council, and synod ministries to integrate and interpret the ministry of advocacy into the life of the synod**

* Develop and support opportunities for ELCA members, rostered ministers, lay leaders, and congregations to engage in advocacy ministry
	+ Interpret advocacy ministry in ELCA congregations
	+ Encourage congregations to participate in and support ELCA World Hunger
	+ Attend and participate in conference meetings when possible
	+ Encourage ELCA members and rostered/lay leaders to join the Lutheran Advocacy Ministry-NM Advocacy Network and the ELCA Advocacy Network
	+ Work with the Director of Lutheran Advocacy Ministry-Colorado to support advocacy ministry in Utah, Wyoming, and El Paso.
	+ Provide articles and resources for synod communications as needed
	+ Support the work of the Policy Committee which provides oversight of the Lutheran Advocacy Ministry-NM program activities and budget
	+ Encourage congregations to become Advocating Congregations
* Interpret the role of advocacy and of Lutheran Advocacy Ministry-NM at the Rocky Mountain Synod Assembly
	+ Develop a display and informational handouts for each assembly
	+ Prepare and present workshops and/or interest lunches on policy issues, advocacy training and ELCA Social Statements
	+ Offer opportunities for voting members to advocate for particular current issues through offerings of letters and resolutions when appropriate
	+ Provide information about Lutheran Advocacy Ministry-NM activities to all assembly voting members
	+ Offer an annual advocacy conference as an opportunity for ELCA members and rostered/lay leaders to learn more about advocacy and issues included in the Lutheran Advocacy Ministry-NM Advocacy Agenda
	+ Plan and implement the conference
	+ Include workshop sessions to increase advocacy skills
	+ Host the annual Lutheran Advocacy Ministry-NM Bishop’s Legislative Luncheon and Issues Briefing
	+ Plan and implement this annual opportunity as an advocacy day for Lutherans as well as other members of the faith community
	+ Encourage attendance and participation of ELCA members and rostered/lay leaders and members of other faith communities
	+ Educate ELCA members and other faith community members about how they can effectively advocate
	+ Recognize the Lutheran Advocacy Ministry-NM “Legislator of the Year” which honors legislators who champion public policies relating to the Advocacy Agenda
* Participate in the life of the Rocky Mountain Synod as a member of the staff of Office of the Bishop
	+ Attend staff meetings regularly
	+ Attend the annual Theological Conference
	+ Attend the Synod Assembly
	+ Attend meetings of the Synod Council

**Advocate with New Mexico state government public policy makers in accordance with the social justice positions of the ELCA and the Rocky Mountain Synod**

* Draft an annual Advocacy Agenda, outlining public policy issue positions, for consideration and adoption by the Policy Committees
	+ Research and study pending public policy issues and concerns
	+ Prepare and present testimony before pertinent standing and interim legislative committees
	+ Arrange, prepare for and attend meetings with individual legislators and legislative staff
	+ Arrange, prepare for and attend meetings with executive branch officials and staff
	+ Attend and monitor meetings of pertinent standing and interim legislative committees
	+ Participate in coalitions on issues of mutual interest
	+ Follow and comment as needed on rule revisions proposed by state executive agencies
* Develop and carry out communication activities
	+ Communicate with the LAM-NM Advocacy Network through electronic updates and action alerts
	+ Develop, maintain and update websites
	+ Write, edit and mail newsletters
	+ Encourage ELCA members, rostered/lay leaders and congregations to advocate with their legislators and the governor
	+ Communicate and collaborate with ecumenical and interfaith partners
	+ Speak to community organizations and participate in public forums
	+ Research, develop and prepare various written materials to explain and encourage action on behalf of the Lutheran Advocacy Ministry-NM Advocacy Agenda
* Encourage and maintain active ecumenical and interfaith partnerships that support advocacy ministry work
* Nurture the advocacy partnership with the Presbytery of Santa Fe
* Expand the Advocacy Network by welcoming ecumenical and interfaith partners as well as other members of the community
* Work in an advocacy partnership with the NM Conference of Churches
* Work with the NM Conference of Catholic Bishops on issues of mutual interest
* Encourage and welcome ecumenical and interfaith partners to attend advocacy events

**Manage and develop Lutheran Advocacy Ministry-NM’s administrative and program resources**

* Maintain oversight of the program budget, financial support and physical resources
	+ Develop the annual operating/program budget for approval by the Policy Committee
	+ Prepare the annual State Public Policy Office hunger grant application and prepare required grant reports
	+ Maintain communication with congregational and individual contributors
	+ Provide financial reports to the Policy Committee and the Office of the Bishop
	+ Provide requested information to the Rocky Mountain Synod Council

**Maintain connections with related ministries of the ELCA**

* Participate in State Public Policy Office meetings, including monthly phone calls and national gatherings
* Participate in ELCA World Hunger events
* Participate in ELCA Advocacy Convenings

**Applications will be received by email, with a deadline of September 23. Applications should be addressed to Bishop Jim Gonia at** **rmsynod@rmselca.org****, and include:**

* Cover Letter
* Resume
* Three letters of reference, including the pastor of your current congregation
* Current Photo