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**Evangelical Lutheran Church in America**

**8765 West Higgins Road**

**Chicago, IL 60631**

**www.elca.org**

**Director for Leadership and Candidacy**

**Domestic Mission Unit**

The Director for Leadership and Candidacy has primary responsibility for recruiting, training, credentialing and assigning leaders for the ELCA.  The director has the primary responsibility for overseeing the candidacy process and interpreting policies for the church, especially for synod candidacy committees.

The director supervises and supports a team of program directors, (including the Consultant for Sexual Misconduct and administrative staff) that have various responsibilities including:

* Candidacy and of the churchwide assignment process;
* TEEM (Theological Education for Emerging Ministries);
* Horizon programs;
* Network of ELCA Colleges and Universities;
* Disability ministry; and
* Chaplaincy endorsement process.

The director helps foster the ELCA’s relationship with lay schools, seminaries, and ELCA schools through the Evangelical Lutheran Education Association.

The director sets budgets and holds people accountable for their performance.

The director is a member of the Leadership Team of the Domestic Mission Unit that works together to provide overall leadership to the ELCA in support of synods and congregations for the sake of the Gospel of Jesus Christ.

This position reports to the Executive Director for Domestic Mission and provides leadership to 17 team members, including six direct reports.

Domestic Mission Unit

The Domestic Mission unit facilitates the work of synods, congregations and partners in making congregations vital centers for mission and in creating coalitions and networks to promote justice and peace. This includes providing support and assistance in these areas:

* Congregational Vitality (New Start Ministries and Congregations, Synod Vitality Strategies, Strategic Ministry Strategies, Holy Innovations, Anchor Churches, Vitality Grants, Learning & Training Events for mission and ministry partners across the ELCA)
* Faith Formation (Campus Ministry, Faith Practices & Book of Faith, Ministry with Children, Stewardship, Young Adult Ministry, Youth Ministry, Youth Gathering, Mission Builders)
* Ethnic Specific and Multicultural Ministries
* Leadership Ministries and Support
* Poverty and Justice Ministries
* Synodical Partners for Mission
* Advocacy

Congregational vitality is a top priority of this church and the leadership to support that work is essential. The Director for Leadership and Candidacy plays a key role in leading the church’s work in recruiting, training, and assigning the leaders who will help accomplish this mission.

**THE ELCA at a Glance**

The ELCA is one church with three expressions – a churchwide organization in Chicago, 65 synods throughout the country, and a network of 9,300 congregations. The three interdependent parts work together to form the ELCA. In addition, the ELCA works with a number of partner institutions including 285 social ministry organizations and other entities that address human needs, 26 colleges and universities, 7 seminaries, theological education by extension, and a variety of outdoor ministries, retreat centers, schools and early childhood education centers.

**Position Responsibilities**

1. Supervises the candidacy process and related staff: Gives policy interpretation, oversees and manages appeals, provides updates on the process for bishops, synod staff, seminaries and candidacy committees, oversees the work needed to provide new resources as well as information requested by the candidacy partners.
2. Oversees and manages the implementation of the TEEM process including acceptance into the process.
3. In collaboration with the Office of the Secretary and legal staff, works on edits and revisions of the policies and documents that impact candidates and rostered ministers (Constitution, Manual on Management of the Rosters and Manual for Discipline). Has primary responsibility for edits and revisions to Vision and Expectations and its successor.
4. Works with and supervises the program director for Candidacy Management to oversee, collaborate and advise the work of those providing direction for bishops, candidacy staff and committees through the Candidacy Leadership Managers.
5. Supervises program and administrative staff and/or oversees the following:

* Assignment and Candidacy Recruitment
* Candidacy Data and Resource Development,
* Theological Formation
* Seminaries and Lay Schools
* Colleges & Universities
* Prevention of Sexual Misconduct
* Chaplaincy endorsement process.

1. Develops and manages the Leadership team budget.
2. Is a member of the Leadership Team of the Domestic Mission unit.
3. Other duties as required.

**Requirements**

* A minimum of 10 years’ experience in program leadership, including strategic planning, staff supervision and budget management. Fluency in Spanish desirable.
* Extensive knowledge of and experience with the ELCA candidacy process and policies; knowledge of the ELCA constitution as it relates to rostering of candidates and standards required of candidates.
* Extensive knowledge of the ELCA structure and the various expressions of the church; familiarity with the current leadership needs of the church.
* Knowledge of Lutheran theology and the confessions of the church.
* Excellent communication skills and the ability to build and maintain effective relationships within the churchwide organization and with its partners as well as the skills to supervise staff all with a high level of confidentiality.
* Openness to adapt to a rapidly changing theological education ecology, understanding of cultural differences, and the flexibility needed to adapt but with respect for the candidacy process.

**Other Requirements**

Must be an ELCA Rostered Pastor or Deacon.

**Physical Requirements**

Must be willing and able to travel by air and automobile; valid driver’s license is required.

Extensive travel to synods and seminaries – 40%.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

**Application Process**

**Application, resume and cover letter should be** [**submitted through the ELCA job board**](http://elca.atsondemand.com/index.cfm?fuseaction=512830.viewjobdetail&CID=512830&JID=695891)**.**

Inquiries about the position may be directed, in confidence, to Gaye Lindfors of Significant Solutions, Inc., the consultant assisting with this search ([Gaye@SignificantSolutionsInc.com](mailto:Gaye@SignificantSolutionsInc.com); 651-490-9550).