

## North/West Lower Michigan Synod Called Staff Responsibilities

“Prayerfully participating in Christ’s own work of reconciling the world to God’s very Self by renewing congregations, empowering leaders, and strengthening connections.” This “division of labor” is, in a sense, artificial because the synod staff functions as a united, collaborative, integrated team. Our goal is to become more proactive than reactive in carrying out our mission. Areas in yellow identify what we considered an expansion of the synod staff’s ministry—often areas that we are constitutionally obligated to serve but cannot because of inadequate time/staff.

BISHOP	ASSISTANT FOR CONGREGATION & LEADERSHIP EXCELLENCE	DIRECTOR FOR EVANGELICAL MISSION (DEPLOYED CHURCHWIDE STAFF)	ASSISTANT FOR SYNOD LIFE
<b>PRAYERFULLY PARTICIPATE IN CHRIST’S OWN WORK...</b>			
Diligence in studying Scripture and using the Means of Grace Devotion to God in prayer Lively Ministry of Word and Sacrament Attention to one’s own faith life and discipleship			
<b>RENEWING CONGREGATIONS</b>			
<i>Call Process</i>	Oversight of call process		
Attract quality rostered ministers; candidate screening	Assist bishop with attracting quality rostered ministers; candidate screening		Assist bishop with attracting quality rostered ministers; candidate screening
Extraordinary call processes	Bay, Capital, Grand Rapids, Kalamazoo,	Congregations in redevelopment & area ministries	Stony Lake, Sunrise, Traverse
Exit interview with assistant	Call Committee training	Call committee training	Call committee training
Candidate recommendation to call committee	Present candidate to call committee	Compensation package review	Present candidate to call committee
Installation oversight	Installations as assigned	Installations as assigned	Installations as assigned
<i>Teaching</i>	Bishop as teacher	Leadership Development; leadership formation for councils; social justice	Healthy Congregations, family systems, conflict management; congregational administration
<i>Pastoral Care of Congregations</i>	Celebrations of significant congregational events	All assistants represent/assist the bishop and follow-up with congregations as assigned—typically first response in assigned conferences	
	Intervention/Assistance in conflict, crisis, and misconduct	First response for Capital, Grand Rapids, Kalamazoo Conferences	First response in Bay Conference
			First response for Stony Lake, Sunrise, Traverse Conferences
<i>Mission/Community Engagement</i>	Mission/Vision/Community engagement consultations in consultation with DEM	Mission Outreach with New/Renewing Congregations	Mission/Vision Training in congregations

**EMPOWERING LEADERS**

<i>Candidacy &amp; First Call</i>	Ordination, Consecration  FCTE teaching  Vocational discernment–Lifting potential rostered ministers	Care of first call rostered ministers & congregations  FCTE oversight  Vocational Discernment–Desiring and working for diversity in rostered leaders	Screening for mission developers and re-developers  FCTE teaching	Candidacy  FCTE teaching  Preparation of First Call congregations  Vocational Discernment–Desiring and working for diversity in rostered leaders
<i>Continuing Education rostered ministers &amp; congregational leaders</i>	Teaching  Providing vision/direction for synod events	ELMM  Living Fire	Boundary Training	Walking Together; events for Congregational Leaders  Autumn Leadership Event (A LE); You Matter; events for rostered ministers
<i>Pastoral Care of Rostered Ministers</i>	Provide for the pastoral care for rostered ministers (& families) in crisis and as requested  Routine check in with rostered ministers	First response for Capital, Grand Rapids, Kalamazoo Conferences	First response in Bay Conference	First response for Stony Lake, Sunrise, Traverse Conferences
<i>Discipline</i>	Oversight of rostered ministers  Conflict management  Discipline	All assistants assist the bishop as assigned		
<i>Roster</i>	Oversight of the roster	Compensation guidelines	Assist with maintenance of the roster	

**STRENGTHENING CONNECTIONS**

<i>Preaching the Word, administering the Sacraments</i>	Preach and preside at Wednesday Eucharist  Preach & preside in synod congregations  Congregational anniversaries  Direct oversight synod worship	Preach and preside at Wednesday Eucharist  Preach & preside in first call congregations & congregations in transition (2x/month)	Preach and preside at Wednesday Eucharist  Preach & preside in redevelopment, area ministry, and missional congregations	Preach and preside at Wednesday Eucharist  Preach & preside in Northern congregations, congregations with prolonged pastoral absences & bridge building congregations
<i>Partnership</i>	Strengthening collegiality among congregations and rostered ministers	Fostering Cooperative Ministries		
<i>Communication</i>	Oversight  Take One weekly video	As assigned/requested	Mission blog	As assigned/requested

<i>Synod Assembly</i>	Vision and oversight	Anniversaries	Mission minutes and workshops	Synod assembly planning and administration
<i>Conferences</i>	Conference Deans Conference Mission Analysis	Capital, Greater Grand Rapids, Kalamazoo Conference Mission Analysis	Bay Conference Conference Mission Analysis	Stony Lake, Sunrise, Traverse Conference Mission Analysis
<i>ELCA</i>	Conference of Bishops Churchwide Organization Region 6 Represent synod to seminaries/ universities Teaching			
<i>SEMI/Michigan</i>	Samaritas Living Waters	Coordinate our involvement in joint synod youth events	Living Waters Campus Ministry	Michigan Candidacy Committee Joint synod events
<i>Ecumenical and interreligious</i>	Chief ecumenical officer Full communion partners Ecumenical and interfaith relationship			
<i>Public Square</i>	Governmental advocacy Interpretation of ELCA Social Statements and Actions Provide the church's voice in response to events in society and the world	Advocacy in conjunction with Bishop and Publicly-Engaged Church Table (including hunger, antiracism, open hearts, earth- keeping, etc.)	Disaster Response	
<i>Global</i>	Companion Synod Relationships		Papa New Guinea lead	
<b>ADMINISTRATION</b>				
<i>Committee/Table Liaison</i>	Synod Council & Executive Committee Worship Response Team; Discipline; Consultation Endowment	Youth Ministry Faith Formation Publicly Engaged Church	Mission Support Outreach Table Endowment Committee Global Mission	Synod assembly leadership team Bridge Builders
<i>Synod Office</i>	Synod CEO & CFO Staff Oversight		Financial Review	