

**DIRECTOR OF CONTEXTUAL AND EXPERIENTIAL FORMATION  
TRINITY LUTHERAN SEMINARY AT CAPITAL UNIVERSITY**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Role: Contextual and Experiential Formation Leader**

The Director of Contextual and Experiential Formation will provide leadership and program management of all contextual learning: Internship (2+2 model and otherwise), Leadership in Context, and Clinically Supervised Experiences and Education through the following avenues

- Attend to the recruitment of contextual sites, paying attention to diversification in the matrix of sites, excellence in supervision and alignment with Trinity's vision. These include local placements for Leadership in Context field placements for first year students, partnering with synods for geographically restricted internship sites, recruitment of fully funded internship sites across the United States and development of local internships for M.Div students from other traditions.
- Direct the placement processes (inclusive of applications and other related forms) and matches of students with contextual sites and supervisors;
- Advise students with regard to contextual education possibilities and expectations;
- Review and follow up on multiple Leadership in Context, CPE, and internship evaluations throughout the year;
- Conduct student and supervisor orientation sessions for all Contextual Formation programs;
- Facilitate integration of academic and field experience for interns, including cohort contextual learning experiences and a senior capstone retreat
- On behalf of the ELCA, direct the internship cluster events for interns serving in Region Six of the ELCA
- Attend the ELCA contextual education director's meeting annually
- Virtual Site Visits with interns

**Role: Candidacy Liaison for Trinity Lutheran Seminary**

- Assist students and prospective students with understanding the ELCA Candidacy processes;
- Depending on faculty configuration, relate to Region 6 candidacy committee as needed
- Work collaboratively with the student's candidacy committee and the faculty and program advisor on matters of candidacy and curricular assessment;

- Exercise leadership in faculty meetings and other gatherings of discernment dealing with evaluating, empowering, and making recommendations with regard to the status of students and the paperwork that may be submitted to a student's candidacy committee or judicatory;
- Represent Trinity with the ELCA Candidacy processes;

**Role: Leadership Formation through Community Life-**

- Provide advisory leadership with Trinity's student and campus organizations, specifically Life Together;
- Oversee Intentional Living House including resident selection and programming support
- Shepherd I-Group Convener selection and support. Assign students to I-Groups.
- Direct new student orientation
- Help set community meal schedule and other opportunities for community fellowship as needed.

**Across All Areas**

- Foster a culture of healthy evaluative feedback and the pursuit of excellence;
- Own the development of annual spending plans in the arena of this position's oversight and provide budgetary oversight and stewardship of resources;
- With the Dean of the Seminary, Associate Dean, Advisory Board, Faculty, and Staff, work to create a consistent, unified, and compelling voice for Trinity Lutheran Seminary and its mission; and,
- Be a role model of discipleship and hope in the risen Christ.

**REQUIREMENTS AND DESIRED ATTRIBUTES**

- Must hold a professional ministry degree at least at the Master's level (i.e. Master of Divinity or equivalent), with at least three years of ministry experience. An earned doctorate is desirable.
- Having rostered status in the ELCA is desirable but not necessary.
- Experience with contextual education and experiential learning in higher education or as a supervisor of contextually placed students.
- Highly collaborative team member and team creator;
- Strong and facilitative interpersonal skills;

- Seeks outcomes and actions while having regard to the importance of process;
- Understanding of the Lutheran church and the worldwide church - past, present, and future;
- Highly organized;
- Ability to stay focused on top priorities amid a constellation of demands and presenting issues;
- Diversity of experience (church, community, business, and academia);
- Capacity to engender trust and confidence among the faculty, staff, students, supervisors, contextual sites, and bishops and judicatories;
- Demonstrated knowledge of the challenges and possibilities facing seminaries and theological education in the 21st century;
- Creativity and innovation, particularly regarding interdisciplinary collaboration and other partnerships that enhance contextual education and experiential learning.
- Faith in the Holy Trinity for whom Trinity Lutheran Seminary is named.

Other Position Particulars:

- This role will have administrative faculty status without tenure or tenure eligibility and will report to the Dean of the Seminary.
- Overnight travel is necessary to fulfill the role.

Applicants who believe they have the gifts and attributes for this position should send a letter of application, resume, and the names and contact information for three references, including their ecclesiastical superior, to

Dean Kit Kleinhans  
Trinity Lutheran Seminary at Capital University  
2199 E. Main Street  
Columbus, OH 43209.

Applicants who are ELCA rostered leaders should also submit a copy of their Rostered Leader Profile. Materials may be submitted electronically to [trinitydean@capital.edu](mailto:trinitydean@capital.edu)

Screening will begin immediately and continue until the position is filled.

Capital University is an equal opportunity employer and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, sex, gender, age, disability, veteran status, or other characteristics protected by the law.