

**Northeastern Pennsylvania Synod  
of the Evangelical Lutheran Church in America  
ROLE DESCRIPTION  
UPDATED: May 2025**

**POSITION:** Lead Servant for Congregation Support

**OVERALL GOALS:**

- *Assist leaders and congregations to share the Good News of Jesus Christ, using the Synod's three Values and 3 Lanes as common directions and language.*
- *Focal Lanes for this position: GOING BEYOND DEATH TO LIFE and GAINING STRENGTH.*
- *Strengthen and encourage connections for congregations across the Synod.*

**SUPERVISOR:** Bishop.

**HOURS:** 40-45 hours per week.

**COMPENSATION:** Commensurate with experience of person holding position; if rostered minister, based on Synod Guidelines.

**COMPENSATION STATUS:** Full-time, salaried, exempt from overtime

**BENEFITS AVAILABLE:** Commensurate with needs of person holding position; Portico sponsorship level in line with Synod staff; if rostered minister, based on Synod Guidelines; synod holiday closings; mileage reimbursement.

**CONTINUING EDUCATION:** \$1,500 and 2 weeks/year

**OFFICE LOCATION/TRAVEL:** Lutheran Center (2354 Grove Rd. Allentown, PA 18109); ability to work remotely; but essential to be in office for meetings and strategizing; frequent travel by car and also air expected.

**ROLES AND RESPONSIBILITIES:**

1. With the Bishop, build warm relationships with congregations in the synod; be known as the **"go-to" leader for congregations** on the bishop's staff.
2. **Transition:** Provide support and supervision to congregations seeking a new rostered leader or LLM; maintain a clear, effective and timely transitional process; manage follow-up contact with rostered ministers entering the system (with Bishop and Lead Servant for Leader Support); work with administrative staff to maintain files and the data dashboard for congregations in transition, with support from the Director of Operations; with Bishop and the Lead Servant for Leader Support, supervise Committee of Deans to support congregations in transition; and with Bishop and the Lead Servant for Leader Support, develop and deploy a team of "transition coaches" to assist congregations in transition.
3. **Interim Ministry for Congregations:** Seek out, maintain list, and deploy interim ministers and designated pastors, consulting with Lead Servant for Leader Support and bishop.
4. **Legacy and Purpose, and Holy Closure:** Accompany congregations to implement strategies for closing well and leaving a lasting legacy.
5. **Congregation Connections:** Support the shaping and strengthening of current and new connections, and facilitate the renovation of our mission district structure; working with

Lead Servants for Leader Support and for Gaining Strength/6261, recruit and place rostered ministers and LLMs for 6261.

6. Working with Director of Operations, create and maintain **data dashboards** on key metrics for their work.
7. Spearhead **grant applications** to support work in these lanes and responsibilities, with aid of bishop's staff and Director of Operations.
8. Be available to supply-preach and **represent the bishop's office** for important meetings and activities.

#### **SKILLS AND QUALIFICATIONS:**

1. Bachelor's Degree in theology or divinity; social work; organizational structure.
2. 5+ years experience in project or process management, social work, or congregational administration.
3. Rostered Minister from ELCA or full communion partners preferred.
4. Strong, clear, demonstratable communication skills.
5. Skills and experience with MS Office Suite, Zoom, and with finance, budgeting, and church and/or non-profit structure and constitutional policies and practices.
6. Ability to utilize metrics, leader and congregational trend reports and demographic data.
7. Creative, intuitive, and ready to think outside the box.
8. Organized, proactive, timely, and enjoys working with people and sharing their stories.
9. Clear capacity to thrive in a collaborative and high-energy work environment.
10. Demonstrated competency and experience serving across communities of color, sexuality and gender identity. Ability to relate and communicate well in diverse cultural, ethnic and socio-economic situations, especially those experiencing poverty.
11. Understanding of Christian faith and Lutheran traditions.