

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

POSITION: Lead Servant for Leader 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 lay and rostered ministry across the Synod.*
- *Collaborate closely with the Bishop and the Lead Servant team.*

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: 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 lay and rostered leaders in the synod; be known as the **"go-to" leader for leaders** on the bishop's staff.
2. **Candidacy:** Focus on strengthening the language and culture of vocation within NEPA and the ELCA. Working with partners—such as Bear Creek Camp, Licensed Lay Ministry Coordinator, Churchwide, area seminaries, and other denominations—develop a web of resources. Provide staff support for the Candidacy Committee. Remain up-to-date on candidacy policies and procedures. Facilitate conversations with seminaries on candidates' progress and formation. Foster connections with seminaries and Lead Servant team to strategize best placement and support of interns.
3. **Licensed Lay Ministry:** Supervise the Licensed Lay Ministry Coordinator and the process for training, credentialing and supervising LLMs.
4. **First Call Formation:** Develop and Oversee First Call Theological Education for NEPA rostered ministers, in accordance with ELCA directives.
5. **Call Process and Mobility:** working with the Bishop and Lead Servant team, develop relationships with rostered ministers who indicate a willingness to change calls and encourage them to consider calls in Northeastern PA. Receive, activate and make initial

contact with rostered ministers entering the system with RMPs (with Bishop and Lead Servant for Congregation Support). Develop and maintain a network with Full Communion Partners to place non-ELCA rostered ministers in calls when such opportunities arise. Update NEPA's call process documents. Work in close partnership with the Lead Servant for Congregation Support, who is the point-person for congregations in transition.

6. **Leadership Development:** With Lead Servant team, Committee of Deans, and Synod Council, create strategy and goals for leaders' health and development. With Bishop, recruit and provide guidance to the Leadership Development Team; with Team, develop yearly compensation guidelines; and promote healthy personal and professional practices through continuing education for rostered ministers, LLMs, and lay leaders. Do this in cooperation with ELCA Offices, other synods, ecumenical partners and secular partners – including governmental agencies, and academic sources. Work closely with United Lutheran Seminary, Moravian Seminary, and Muhlenberg College in their educational offerings for rostered and lay leaders and members, especially those supporting our 3 Lanes and Values, LLM and 6261.
7. **Annual RM Reports:** Receive and review the annual rostered minister reports as a means for being aware of the health and vitality of the leaders; consult with Bishop, Lead Servants and administrative support for follow-up.
8. **ELCA Coaching:** With Lead Servant team and Committee of Deans, encourage ELCA Coaching relationships to support synod Leaders.
9. **Retired Roster Engagement:** Assist rostered ministers and congregations in retirement and benefits issues; interact with and encourage involvement from our retired roster.
10. **Committee of Deans:** Work with Bishop and Lead Servant for Congregation Support to supervise Committee of Deans, especially in areas of pastoral care.
11. Working with Director of Operations, create and maintain **data dashboards** on key metrics for their work.
12. Spearhead **grant applications** to support work in these lanes and responsibilities, with aid of bishop's staff and Director of Operations.
13. Be available to supply-preach and **represent the bishop's office** for important meetings and activities.

SKILLS AND QUALIFICATIONS:

1. Master Degree in Theology, Divinity, or Public Leadership.
2. 8+ years experience in congregational ministry; human resources management; leadership training or coaching; spiritual direction.
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.