



Oregon Synod

## Congregational Mobility Specialist

Two-year position/term call, with possibility of renewal, beginning September-October 2024

**Reports to:** Oregon Synod Bishop

**Status:** Full time, salaried, based on Oregon Synod compensation guidelines.

**FLSA:** Non-Exempt

### Job Summary

Working in close collaboration with synod staff, and lay and rostered leaders, this role will lead the activity and mapping of mobility in the Oregon Synod. This solutions-focused leader will assist congregations and other faith communities through times of pastoral, SALM or diakonal transition. The position will accompany Oregon Synod congregations and neighbors toward gospel justice, abiding authenticity, rooted ritual and enhanced capacity for courageous love in Christ's name. This will be achieved through 1) accompanying congregations as they seek to call a new rostered leader, 2) accompanying congregations through seasons of discernment around their capacity and direction as they seek new mission and vision, 3) working with the Dean of the Interim Pastors to facilitate community among interim ministers and transition facilitators, and to create resources and training opportunities for them to develop excellence in transitional accompaniment across the synod, and 4) helping facilitate the Oregon Synod Capacity Discernment Cohort for congregations facing a fork in the road due to lack of resources for ministry.

### Essential Functions

- Act as the main point of contact for mobility related inquiries and subject matter.
- Serve as lead/organizer of the mobility/transition work of the Oregon Synod, partnering with other synod staff to ensure synod accompaniment with congregations in transition.
- Travel to congregations in the Portland area and throughout the state for visits, workshops, preaching, etc. on Sunday mornings, during the week, and evenings- 25-50% of the time. Able to work up to 2 weekends monthly and 2 evenings per week.
- Coach/consult with individual congregations or ministries in transition or need in a case management format.
- Create, update, review, and complete mobility, transition, and context documentation and records in collaboration with synod administrative staff.

- Coordinate with relevant ELCA churchwide, regional and synod staff, institutions, ecumenical and interfaith partners, holding similar portfolios or engaged in similar work toward mobility goals.
- Be available for ministry and pastoral/personal support of synod leaders by phone during agreed upon hours.
- Communicate in a clear and timely manner with synod staff, call committees, interim pastors, transition facilitators, care pastors, transition teams, other congregational volunteers, Synod Council, Bishop's Office staff, and other key stakeholders.
- Work closely with the bishop in situations of congregational or minister conflict.
- Maintain the *Oregon Synod Transition Manual*.

### Other Responsibilities

- Innovate, research, and create strategic proposals to staff and the Synod Council to achieve excellence in transition support and management.
- Professional presence, preparation and participation in all staff meetings.
- May support in the planning and executing of key synod events.
- Other relevant duties as assigned.

### Minimum Qualifications

- Familiarity with the ELCA mobility process.
- Experience with conflict management, systems theory, facilitating healthy small group conversations, boundaries, and clear communication.
- Experience with congregational leadership and worship.
- Comfort designing and leading Lutheran liturgy.
- Experience with complex organizations and/or events.
- Clean driving record.

### Physical Requirements

- Able to sit or stand while working on a computer or phone for lengths of time.
- Able to drive for long periods of time.
- Able to push, pull, and occasionally lift up to 30 lbs.

### Core Competencies

- **Spiritual Awareness:** Whatever religious or non-religious beliefs are held, is able to demonstrate mutuality and respect for others, understanding that the polity and traditions of the Evangelical Lutheran Church in America (ELCA) guides the work of most individuals in the organization. Willing to learn about ELCA Lutherans as related to the position deliverables. Is able to become familiar with the Horizon, Stepping Stones, and Values of the Oregon Synod, ELCA and use them as a lens for interacting with others internally.

- **Communication:** Demonstrates clear written and articulate spoken communication. Delivers messages with appropriate emotion, in a tone appropriate to the situation at hand. Holds others accountable in a spirit of love. Openly accepts direction, criticism and constructive feedback. Works with supervisor to identify and hone best practices, opportunities, and solutions. Engages people with a collaborative and optimistic spirit.
- **Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; takes initiative; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; able to be warm and compassionate; not overly dependent upon external affirmation; works to build a strong personal support system.
- **Project Management:** Identifies the key objectives and scope of a project, garners needed resources and support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to key stakeholders, identifies and solves barriers and problems. Demonstrates or is able to quickly learn medium-high level proficiency with Word, Google Suite, Trello, Zoom, Dropbox, the ELCA mobility database, and Realm CRM. Able to pursue multiple streams of work simultaneously.
- **Organization:** Has attention to detail and is able to attend to the many small pieces which must be assembled into an organized whole, follows up on missing or out of balance items, resolves unanswered questions needed to address a problem, uses provided tools to set themselves and others up for success. Demonstrates a planning/proactive approach, rather than one that is procrastination-driven. Is committed to documentation.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.

## **Wage and Benefits**

- Salaried, based on the Oregon Synod Compensation Guidelines.
- This position is eligible for holidays, time off for voting, and sick and vacation time.
- This position is eligible for medical or retirement benefits

*The Oregon Synod is committed to both the spirit and the applicable legal requirements of equal employment opportunity and affirmative action. Consistent with this commitment, the continuing policy of this synod is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, transfer, selection for training opportunities, and equity concerning layoffs, discharges, and retirement. It is the policy of this synod that all staff shall be treated fairly and equitably, and able to perform their duties in a safe environment.*