



Northwest Intermountain Synod

Northwest Intermountain Synod: ELCA

Candidacy Manager

200 hours/ year (heavier work preparing for 3-4 Candidacy Committee meetings)

Lay Person, Pastor, Deacon

Within 90 miles of Spokane Office

Annual Compensation: \$9,000

Minimum Qualifications:

1. Mature Christian faith and familiarity with Lutheran polity.
2. A degree from an accredited college or university or work experience.

Physical Requirements:

1. Able to work at computer.
2. Able to climb stairs.

Core Competencies:

1. **Technology:** Competency in Microsoft Office products. Capability and willingness to learn new software products, tools, and equipment.
2. **Confidentiality:** Ability to maintain confidentiality.
3. **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
4. **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow. Ability to flex with changing processes. Works well with minimal supervision.

Tasks

- Conduct conversations with potential candidates
- Distribute discernment information and share learning opportunities with candidates
- Connect candidates for psychological evaluations background checks
- Help maintain candidate records.
- Assist with planning Candidacy Committee meeting agendas with Candidacy Committee chair
- Book housing/provide for meals as needed for committee meetings
- Verify candidacy committee members ability to participate in meetings either in person or remotely and plan/review logistics.
- Connect with all candidates regarding process questions, especially as they near a milestone (entrance, endorsement, approval, first call)
- Securely provide information for committee members
- Report decisions from the Candidacy Committee as appropriate to the ELCA portal, CaLM, Seminaries as required
- Communicate with seminaries and ELCA candidacy leadership as needed regarding candidate processes
- Provide scholarship and candidate gift information from national Fund for Leaders and the synod's Fund for Leaders, working with both funds on behalf of candidates
- Maintain candidacy records and documentation according to ELCA protocols
- Help publicize candidacy across synod.
- Collect an annual report from the candidacy committee chair for synod council
- First call conversations - coordinate and document with Bishop Meggan

Please send a letter of inquiry and resume to: office@nwimsynod.org