



Eastern North Dakota Synod  
Evangelical Lutheran Church in America

## **Synod Lay Ministry Coordinator**

The Synod Lay Ministry Coordinator for the Eastern North Dakota Synod tends to the care of current and future Synod Lay Ministers and the application process. The ideal candidate is both organized and relational, allowing the synod lay ministers to feel cared for both through the process they engage in as well as through intentional connections made by the coordinator. The ideal candidate exhibits the following qualities:

- interacts effectively with synod lay ministers, applicants, and staff
- strong relational skills to show care and support
- plans, organizes, and prioritizes work responsibilities
- utilizes initiative and problem-solving skills
- gives the highest regard to confidential situations
- communicates effectively both orally and in writing

### **Responsibilities:**

#### **Care for Current Synod Lay Ministers**

- 1) Responsible for communication to Synod Lay Ministers
- 2) Assist with preparations for annual retreat
- 3) Point of contact for Synod Lay Ministers

#### **Care for Applicants and Inquiries**

- 1) Share information about Synod Lay Ministry
- 2) Schedule meetings with Associate with the Bishop for Formation and Administration

#### **Care for the SLM Process**

- 1) Receive, track, and respond to materials submitted or needed for applicants
- 2) Communicate in a timely manner with applicants
- 3) Prepare materials for the Synod Lay Ministry Committee

#### **Care for the Annual Review Process**

- 1) Prepare materials for Annual Review Process for Synod Lay Ministers
- 2) Receive, track, and respond to annual requirements and reports from Synod Lay Ministers
- 3) Receive and process contracts for Synod Lay Ministers

### **Special Knowledge and Skills:**

- 1) Understand and be committed to the ministry and mission of the Evangelical Lutheran Church in America and view the Church as a whole
- 2) Understand the Synod's mission and be able to articulate and advocate for the ministry
- 3) Support the Synod's commitment to Synod Lay Ministry
- 4) Exceptional attention to detail

### **Education and Experience:**

- 1) Minimum two years' experience in Church Ministry or related field
- 2) Proficient experience with a variety of computer software applications, including Office 365 (specifically Outlook, Teams, Microsoft Word, and Excel)

### **Position Details:**

- Non-exempt, 6-8 hours/week
- Preference for Thursdays between the hours of 9am-4pm

### **About the Eastern North Dakota Synod:**

The Eastern North Dakota Synod ([www.eandsynod.org](http://www.eandsynod.org)) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). We serve over 175 congregations and additional ministries in the eastern third of North Dakota. The office is located in Fargo, ND.

**Apply by sending a cover letter and resume to Deacon Laura Carson at [deaconlaura@eandsynod.org](mailto:deaconlaura@eandsynod.org). Applications will be received until the position is filled.**