



Executive Assistant to the President for Missions

Position Description Overview
October 2016

“The work of missions is nothing else than the one Church of God in motion.”—Wilhelm Loehe

THE MISSION OF CHRIST

Christ’s church lives *from and for* the Gospel. The Church is in perpetual motion, receiving Christ’s forgiveness and returning thanks to God in praise and acts of love. It is part of our Lutheran heritage that we are a confessional church. In keeping with that, SWD is committed to “Confessing Christ for the Next Generation”, and that begins in this generation.

SUMMARY OF PURPOSE

The Executive Assistant to the District President for Missions (Mission Executive) encourages and equips the congregations of the SWD in their church planting efforts. Further, he helps the congregations steward the resources necessary for our local and cooperative missionary efforts.

The Mission Executive is responsible for helping congregations *do* the work to which Christ has called them. He has expertise in missions and mission stewardship. Accountable to the SWD President, the Mission Executive serves the congregations of the district as liaison to the LCMS Office of National Mission in the areas of missions and stewardship. He faithfully utilizes the Synod’s Recognized Service Organizations in furthering Christ’s mission within SWD. As an assistant to the District President, he serves as a member of the SWD Executive Staff.

TENURE OF OFFICE

The Mission Executive is a non-tenured position, renewable after each South Wisconsin District convention.

QUALIFICATIONS

The position is open to rostered pastors with these characteristics and experiences:

- Cross - cultural and urban mission experience preferred
- Passion for missions; Anglo, cross-cultural, urban, and specialized
- Possesses a servant’s heart, committed to team work, and a learner’s mind-set
- Administrative and management skills – working within an accountability structure, delegation, planning, financial accountability, and developing partnerships, etc.
- Capable communicator
- Able to mentor, and able to train others to mentor
- Commitment to theological depth and confessional liturgical practice

AUTHORITY AND RESPONSIBILITY

Subject to the Sacred Scriptures, the Lutheran Confessions, the Synod Handbook, and the Bylaws of the South Wisconsin District, the Mission Executive is responsible for:

A. Missions

- Initiating, supporting, and mentoring Cross-cultural and Anglo mission starts
- Coordinate SWD specialized ministries, including deaf, campus, urban, prison, and ex-offender ministries
- Support of SWD international partnerships such as the Dominican Republic

- B. Congregation Rejuvenation
 - Work with congregations to identify opportunities for rejuvenation
 - Identify appropriate people for the work of rejuvenation in the District in partnership with the Office of National Missions
- C. Promotion and Partnerships
 - Promote the cooperative work of the District to congregations, engage in grant writing, fund raising, and stewardship education that supports the missions
 - Participate in North American Mission Executives (NAME) organization
- D. Management and Administration
 - Maintain financial accountability
 - Coordinate the work of Mission Support Teams (MSTs)
- E. Keep the District President informed about opportunities, challenges, and potential conflicts regarding SWD missions

RELATIONSHIPS

The Executive Assistant to the President for Missions is accountable to the District President. He serves as an advisor and facilitator of missions by regularly visiting parishes during the week and especially on Sundays. He cooperates with other members of the District Staff in implementing the overall work of the District in an efficient, team-oriented, and timely manner.

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