

Position: Assistant to the President
Missions, Stewardship, and Human Care

Purpose:

- To further the reach and voice of Iowa District West's (IDW) District President
- To support IDW congregations as they confess Christ in the areas of missions, stewardship, and human care
- To carry out the initiatives of the District President, IDW Board of Directors (BOD), and the Missions, Stewardship, and Human Care Committees

Term of service:

- Three years, renewable
- The Assistant to the President will be called by the IDW BOD
- The Assistant to the President serves at the will and under the direction of the District President

Accountability:

- The Assistant to the President is accountable to Scripture, the Lutheran Confessions, the Synod Handbook and the Handbook of IDW
- The Assistant to the President is accountable to the District President and the BOD through the Missions, Stewardship, and Human Care Committees
- The Assistant to the President will be reviewed annually by the District President

Compensation:

- The BOD will set the salary of the Assistant to the President – to be reviewed annually

Qualifications:

- A student of Scripture, the Catechism, and the Confession of the LCMS
- On The Lutheran Church—Missouri Synod (LCMS) clergy roster; ordained
- A demonstrated servant of Christ's people with significant years of experience within LCMS congregations and/or Christ's mission field
- A self-motivated team member with demonstrated competencies in:
 - Discernment (a good thinker)
 - Teaching/preaching
 - Networking/communicating (especially comfortable using multiple communication platforms/media)
 - Listening
 - Administration
 - Planning
 - Collaborating
 - Personal stewardship
 - Hospitality
- Willing to travel extensively

Duties:

1. Teach the Word of God in truth and purity as contained in the canonical writings of the Old and New Testaments as confessed in The Lutheran Church—Missouri Synod
2. Collaborate with the District President, the BOD, and the Missions, Stewardship, and Human Care Committees to establish goals, initiatives, programs, and visits within the district
3. Subscribe to relevant publications of the Synod, as well as other professional journals, magazines, etc. which pertain to the areas of responsibility
4. Serve as liaison between the Synod and district in his areas of responsibility
5. Attend relevant workshops, seminars, and conferences to further education in the areas of responsibility
6. Initiate preaching/speaking/listening visits with congregations, circuits, pastors, and members of IDW to strengthen relationships and networking in the district and to communicate resources, share encouragement, and further the Gospel of the Kingdom in areas of responsibility
7. Share the stories (through multiple communication platforms) of IDW congregations with the broader district to celebrate the furtherance of Christ's mission
8. Report regularly to the District President, BOD, Pastors Conference, District Convention, and committees to which he is responsible
9. Serve as an advisor to the BOD and any committee of the district to which he has been assigned
10. Thoroughly vet resources to be offered to district pastors and congregations and make their availability known throughout IDW
11. Collaborate with Missions, Stewardship, and Human Care Committee chairpersons to develop committee agendas and take minutes
12. Work with Missions, Stewardship, and Human Care Committees to plan presentations, workshops, and conferences in each respective area
13. Coordinate communication among RSOs of the LCMS in Iowa West in areas of Missions, Stewardship, and Human Care
14. Pray regularly for missions, stewardship, and human care within IDW and encourage regular prayer through the district
15. Perform such other duties as may be appropriate to the position or required by the BOD and/or the District President
16. Relate to people evangelically in the performance of this position's responsibilities



Specific Committee Responsibilities:

Missions:

- Support and be a resource person for the IOWAY (Individual Outreach With Adults and Youth) Director, Operation Barnabas chair and Rural/Small Town Ministry chair in their duties
- Represent IDW on the LCEF committee
- Identify, invite, and support ethnic ministry opportunities in the district as well as those that are already in progress
- Collaborate with the District President, Missions Committee, and BOD to identify effective ways (programs/initiatives/etc.) to support the furtherance of Christ's mission within IDW

Stewardship:

- Be familiar with the budget, endowments, assets, resources, etc. of IDW
- Represent IDW at the District Stewardship Leaders Conference
- Be an advocate and resource for congregational stewardship strategies
- Serve as an advisory member of the District Endowment & Legacy Committee

Human Care:

- Oversee those serving as IDW institutional chaplains
- Oversee District Health and Wellness programs for pastors and church workers to improve the physical, mental and spiritual well-being of Iowa West professional church workers
- Represent IDW on the Lutheran Family Service Board
- Support and be a resource person for the LERT Coordinator, Ministerial Growth & Wellness Chairman, and Life Coordinator

Further responsibilities and details of this position are outlined in the IDW Handbook sections 8.1 – 8.3.5.