

Position Description taken from the IDW Handbook

8. Assistants to the District President

Outline

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8.1 Call, Appointment, and General Requirements

- 8.1.1 Full-time assistants to the president shall be issued a solemn call by the board of directors to the position of full-time assistant to the president to serve in one or more ministry areas of the district. [Synod Bylaw 3.11.1 (a)]
- 8.1.2 Part-time assistants to the president shall be issued a contract by the board of directors to the position of part-time assistant to the president to serve in one ministry area of the district.
- 8.1.3 The full-time and part-time assistants to the president shall be appointed by the district president with the approval of the board of directors to serve as advisers and resource persons for the various committees of the board of directors and/or various auxiliary committees of the district.
- 8.1.4 Full-time and part-time assistants to the president shall be members of member congregations of Iowa District West of The Lutheran Church—Missouri Synod and reside within the geographic boundaries of Iowa District West.
- 8.1.5 Full-time assistants to the president shall have regular office hours in the Iowa District West district office in Fort Dodge. The office hours shall be agreed upon by the district president and the assistants to the president.
- 8.1.6 Full-time and part-time assistants to the president shall participate in executive staff meetings with the district president. The schedule of meetings shall be determined by the district president.

8.2 Tenure and Termination

- 8.2.1 For full-time assistants to the president, the first period of appointment shall be from the time of their call until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or different committees of the board of directors, auxiliary committees of the district, ministry areas, and/or other positions.

- 8.2.2 For part-time assistants to the president, the first period of appointment shall be from the time of their appointment until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or a different position.
- 8.2.3 The assistants to the president shall serve at the pleasure of the president and the board of directors, subject to annual review and evaluation. They may normally expect to continue in their position if their work is satisfactory, as evidenced by the annual review and evaluation, and if there is a continuing need for their services.
- 8.2.4 If the district president and the board of directors decide not to renew an appointment of a full-time assistant to the president, a 120-day written notice shall be given to the assistant to the president and said period shall begin on the first day of the following month. If the 120-day period should extend beyond the date for reappointment, full salary shall continue to be paid for services rendered until the end of the 120-day period.
- 8.2.5 During the 120-day period, the district president and the board of directors shall assist the full-time assistant to the president, if requested, in his or her efforts to find another opportunity for service in the church. Full salary shall continue to be paid for services rendered until the earlier of the date of obtaining new employment or the expiration of the 120 days. An additional month's salary shall be paid as severance pay on termination of full salary.
- 8.2.6 Termination may be made by majority vote of the board of directors.
- 8.2.7 Termination of appointment of a full-time or part-time assistant to the president may be made at any time for adherence to false doctrine, conduct unbecoming a Christian, neglect of office, or refusal to perform the duties of his or her office. In such cases, none of the foregoing financial arrangements shall apply except for one month's severance pay.
- 8.2.8 The board of directors shall have the authority to determine at which point a full-time assistant to the president becomes unable to serve because of illness or disability, and to take appropriate measures to ensure that the necessary functions of the assistant to the president's position will be fulfilled in his or her absence. In the event of the assistant to the president's prolonged illness or disability, full salary shall be paid until the provisions of the Concordia Plan Services become operative, but not for more than sixty days.
- 8.2.9 If a full-time assistant to the president resigns his or her office or accepts another position, the board of directors may either secure, on a temporary basis, part-time assistants to the president from among the ordained or commissioned ministers of the district to serve the needs of the district, or, when such an arrangement is not feasible, the board of directors may make other arrangements.

8.3 Duties and Responsibilities

Duties and Responsibilities of the Assistants to the President

- 8.3.1 Each full-time and part-time assistant to the president shall carry out his or her duties and responsibilities in good faith.

Duties and Responsibilities of the Assistants to the President in Relation to the District President

8.3.2 The full-time and part-time assistants to the president shall

- (a) maintain close communication with the district president regarding their areas of responsibility so that there may be a free flow of information between themselves and the president and a joint sharing of ideas and plans about how best to promote the Lord's work in the district in the areas of their responsibility;
- (b) seek the advice, criticism, support, and approval of the district president before significant changes and initiatives are undertaken in their areas of responsibility;
- (c) assist the district president in planning and carrying out the programs and resolutions of the conventions of the district and the resolutions of the conventions of the Synod as they pertain to the district; and
- (d) be responsible to the district president in the performance of their duties.

Duties and Responsibilities of the Assistants to the President in Relation to the Board of Directors and the Committees of the Board of Directors

8.3.3 The full-time and part-time assistants to the president shall

- (a) maintain close communication with the chairmen of the committees of the board of directors to which they are responsible so that there may be a free flow of information and mutual plans about how best to promote the Lord's work in the district in their areas of responsibility;
- (b) serve as a liaison between themselves and their committees and the staff of the Synod in their areas of responsibility;
- (c) assist the various committees of the board of directors to which they are responsible in developing their policies, executing their programs, and supervising their budgets;
- (d) implement decisions of the board of directors and of the committees of the board of directors to which they are responsible in accordance with the directives of the district *Handbook*;
- (e) develop and implement procedures to carry out the programs in their assigned ministry areas;
- (f) coordinate the planning, programs, and budgets within each ministry area for which they are responsible and in keeping with the total program and budget of the district;
- (g) in consultation with the chairmen of the committees in their areas of responsibility, prepare agendas for the meetings and send the agendas to the committee members at least one week prior to the scheduled meetings;
- (h) record the minutes of the meetings of the committees for which they are responsible, and send the minutes of the meetings to the committee members and to the circuit cabinet representatives for that respective committee within two weeks of the meeting;

- (i) prepare programs and policy recommendations for action by the committees and ministry areas for which they are responsible;
- (j) assist in the preparation of reports and recommendations from the committees for which they are responsible for presentation to the board of directors, the district president, and the district convention;
- (k) draft annually for committee and board of directors' approval short-range and long-range plans and budget requests for programs, and evaluate program budget performance against agreed-upon criteria;
- (l) stay up-to-date on the latest research and the most effective methods for achieving the desired outcomes in the ministry areas of the committees for which they are responsible;
- (m) report their activities in the various ministry areas for which they are responsible to the quarterly meeting of the board of directors; and
- (n) serve in an advisory capacity to the board of directors and any committee of the district to which they have been assigned.

Duties and Responsibilities of the Assistants to the President in Relation to the Congregations, Circuits, and Circuit Cabinet Representatives of the District

8.3.4 The full-time and part-time assistants to the president shall

- (a) provide counsel and advice, as requested, to the ordained and commissioned ministers of the district in matters pertaining to the ministry areas for which they are responsible;
- (b) keep the members of the circuit cabinets informed of policies, programs, and activities in their respective ministry areas through the minutes of meetings and monthly highlights of the various committees of the board of directors in their areas of responsibility;
- (c) plan and organize an annual meeting with circuit cabinet representatives in the ministry area or areas for which they are responsible to share information, receive feedback, and develop plans for the future. Such planning and organizing shall be in consultation with the chairman of the ministry area committee of the board of directors for which they are responsible; and
- (d) plan and organize, in cooperation with the chairman of the respective committee of the board of directors for which they are responsible, regional training events for congregations to equip congregations in carrying out the objectives of their respective committee.

Additional Duties and Responsibilities of the Assistants to the President

8.3.5 The assistants to the president shall carry out special duties and responsibilities as may from time to time be assigned to them by the district president and the board of directors.