



# East Central Synod of Wisconsin

Evangelical Lutheran Church in America

God's work. Our hands.

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## East Central Synod of Wisconsin Position Description Administrator for Synodical Ministry and Special Events

### **Summary of Responsibilities**

The East Central Synod of Wisconsin consists of 123 congregations of the Evangelical Lutheran Church in America. The synod seeks to be a network of Christ-centered, outwardly focused congregations living out their faith and life in local and global contexts. The Administrator for Synodical Ministry and Special Events works with the bishop and other staff in support of these congregations in their life and ministry.

### **Position Responsibilities**

The Administrator for Synodical Ministry and Special Events gives leadership to synod events, provides administrative support and oversees other office matters.

#### Event Leadership

- Synod Assembly – oversee annual synod gathering, including coordination of event logistics and programming; contract negotiations with vendors; budget control; registration
- Theological Conference logistics and planning
- Other synod-wide training and education events
- Synod staff meetings, retreat agendas and logistics

#### General Office

- Assist with phones, mail, office supplies
- Database management, including reports to the Churchwide Offices
- Maintenance of personnel files and other synodical records

#### Administrative Assistance

- Roster maintenance and reporting
- Congregational files and support for congregations
- Administrative support for synod council, including meeting preparation and meals
- Oversight of annual reports from congregations, pastors and deacons
- Other duties as assigned

### **Expectations and Requirements**

- Demonstrated faith in Jesus Christ, integrity of character
- Familiarity with and love for the Evangelical Lutheran Church in America
- Maintain the confidentiality of sensitive information
- Commitment to work collegially and collaboratively
- Satisfactory outcome of background check
- Fits with a culture described as innovative, efficient, collaborative and hard working

### **Skills Necessary**

- Effective spoken, print and electronic communication skills
- Strong interpersonal skills
- Attention to detail
- Skills in administration and technology are critical
- Effective organizational and administrative skills
- Personal initiative and ability to function responsibly with minimal supervision

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Strong leadership and management skills  
Reliability, dependability, tact, honesty and good judgment  
Ability to maintain a budget  
Strong working knowledge of Microsoft Office, Adobe and other appropriate software  
Ability to meet deadlines  
Commitment to continuing education and skill development  
Available for occasional overnight travel

**EDUCATION/TRAINING AND WORK EXPERIENCE**

Three years related experience in administrative oversight, logistics and event planning and/or a specialized degree in a related field  
Bachelor's degree preferred