

Assistant to the Bishop for Youth and Young Adult Discipleship

Southeastern Pennsylvania Synod, ELCA

Synod Mission Statement:

We equip our congregations and leaders for mission and service in the 21st Century, fostering passionate spirituality, vital congregations, adaptive leaders, effective storytelling, and faithful generosity.

The Assistant to the Bishop for Youth and Young Adult Discipleship provides leadership and support to the youth and young adult initiatives of Southeastern Pennsylvania Synod. The work of the Assistant to the Bishop will be shaped by the synod mission (above).

The successful candidate will build the beloved community with and among youth and young adult ministry in SEPA Synod. The Assistant will work collaboratively with the Bishop, synod staff and partners to equip youth and young adults for leadership in the Church and community, equip adults who work with youth and young adults, and collaborate with congregations, social ministry organizations, ELCA and ecumenical partners.

The Assistant to the Bishop relates to the Office of the Bishop, reports to the Bishop, and shares supervision of an administrative staff member. This 25-hour-per-week, part-time position comes with full benefits and the work office location is 7241 Germantown Avenue, Philadelphia, PA 19119.

Essential Responsibilities

- Facilitate and support teams that plan, organize, oversee and implement programs for elementary, middle school and high school, youth and young adults.
- Infuse the elements of discipleship into youth and young adult events and programs.
- Provide leadership and direction for initiatives that develop the leadership skills of youth and young adults, and the skills of adults working with youth and young adults.
- Actively seek ways to enhance discipleship in our congregations and among youth and young adults and their mentors.
- Innovate programs to increase the capacity for spiritual growth and transformation within the synod by equipping leaders and teams.
- Cultivate, support, and develop intentional multicultural teams that plan, organize and oversee service outreach opportunities for a diverse group of youth and young adults.
- Promote and provide intentional leadership, coordination and participation to ELCA youth and young adult events with and among SEPA Synod youth and young adults. Such events include: MYLE, SYMBOL, Youth Gathering, etc.
- Collaborate and partner with synod teams, social ministry organizations, United Lutheran Seminary, Bear Creek Camp and other partners to design and initiate activities in the areas of youth and young adult ministry.
- Communicate and promote events and initiatives in these areas (in consultation with Assistant to the Bishop for Communications) by creating publicity materials for events and programs; contributing articles, updates and resources to synod electronic and print

publications and website; and managing youth ministry website and e-news.

Shared Responsibilities with other Synod Staff

- Attend meetings of synod staff and Synod Council as needed.
- Work to strengthen relationships between the synod and its congregations, rostered and lay leaders, and partners.

Qualifications and skills

- Evident love for Jesus Christ and His Church.
- Bachelor's degree and some advanced theological study required; rostered status useful.
- Active member of an ELCA congregation.
- Ability to dream, innovate, take risks and learn from failure.
- Passion and skills for networking, relationship building, and radical welcome.
- Sensitivity to and experience leading in multi-cultural environments.
- Organizational skills including: time management, delegation, strategic planning, financial management and budgeting.
- Leadership skills including: welcoming, recruiting, equipping, supervising, supporting and encouraging.
- Knowledge of and immersion in youth/young adult cultures, understanding of characteristics of all generations, and experience with components of spiritual development.
- Excellent oral and written communications skills and technology/social media fluency. Adept with Microsoft Office and Internet. Experience with building community and brand awareness through social media channels.
- Ability and flexibility to travel for evening, overnight and weekend events.
- Team player who can work and collaborate with synod staff, teams as well as faith and community partners.

To apply for this position submit a cover letter describing your interest in this work and a resume with contact information for three professional references. Materials may be submitted electronically to resumes@sepa.org. Interested ELCA Rostered Ministers should apply with a cover letter and submit a current RMP. Applications are now being accepted with interviews beginning February 24, 2020. Deadline for submitting applications is March 31. Start date May 1, 2020.