

**Lutheran Church of Australia  
Position Description**

**Position title: Assistant to the Bishop – International Mission**

**Line manager: Secretary of the Church**

**LCA unit: Office of the Bishop**

**Classification: LCA Pastor or LCA Lay Worker**

**FTE: 1.0**

**Call period: Three (3) Years**

**Location: LCA National Office, Adelaide**

**Objective of position**

This position

* Promotes the centrality of saving faith in Jesus Christ as the motivation for the Church’s international mission work and missional relationships
* Supports the LCA Bishop in exploring, accompanying, and coordinating the LCA’s relationships with and support for overseas Lutheran churches and organisations as we together fulfil the mission command of Christ to ‘go and make disciples of all peoples…’ in their respective contexts;
* Encourages awareness of, interest in, and support for, the work of the Church’s international mission partners as we together carry out God’s mission;
* Facilitates mutually beneficial cooperation between the Committee for International Mission and other ministries associated with the LCA.

**Primary responsibilities**

This position

* Promotes a holistic approach to the Church’s overall mission work
* Assesses and, when authorised, implements opportunities for the LCA to support international mission opportunities through partnerships and other relationships
* Develops, seeks agreement with, and implements the Church’s strategic priorities in respect to its selection of, engagement with, and accompaniment alongside, its international mission partners
* Ensures the international programs, projects, and other forms of accompaniment supported by the Church are consistent with the Church’s theological stance and agreed strategic priorities
* Helps maintain the Church’s relationships with Lutheran churches internationally
* Establishes and maintains cooperation with the Board for Local Mission particularly with the Committee for Cross-Cultural Ministry, and other ministries associated with the LCA
* Manages the International Mission Department
* Assists the Committee for International Mission to effectively carry out its advisory role

**Duties of Position**

This position:

* Works with the LCA Bishop and the Secretary of the Church, utilising the expert advice provided by the Committee for International Mission, in leading the development of strategic directions to guide the Church’s engagement with international mission;
* Develops specific plans and agreements with each partner consistent with the approved strategic directions;
* Prepares and implements policies, processes and procedures in respect to the work of the International Mission Department, including identification, design and assessment of programs and projects; systems for monitoring and evaluation; and financial management of accompaniment programs;
* Engages with partners through correspondence, visitations, consultations, multi-lateral conferences, and by other means as considered appropriate to maintain effective relationships;
* Represents the LCA at major domestic and international events and assemblies, as directed by the LCA Bishop;
* Researches and remains up to date on best practice in mission and holistic approaches to partnership, and recommends modifications to the LCA’s philosophical approach and practice as may be considered necessary and appropriate from time to time;
* Develops strategies, in consultation with the LCA Communications Department, to engage the LCA membership in, inform them of, and encourage support for, the Church’s international partners;
* Manages the work of the International Mission Department, including supervision of staff, oversight of the preparation and tracking of budgets, and implementation of effective operational and administration processes and procedures;
* Assists the LCA Bishop in the preparation of narrative and financial reports to General Church Council, as well as proposals and recommendations that may be necessary from time to time;
* Provides support to the Committee for International Mission by working with the Bishop to prepare for meetings (agendas, papers), keep minutes, and otherwise service the committee as may be required;
* Participates as a consultant to the Board for Local Mission through the Committee for Cross-Cultural Ministry, helping it advance its objects, working for a holistic approach to mission, and supporting effective cooperation between the International Mission Department and the Mission Local Department;
* Liaises with other LCA ministries, including Australian Lutheran College (ALC), Australian Lutheran World Service (ALWS) and Lutheran Education Australia (LEA), to maintain and extend effective relationships;
* Undertakes other duties as may be assigned by the LCA Bishop from time to time.

**Required qualifications, skills and qualities**

* An active worshipping member of a congregation and in good standing within the LCA
* Demonstrated ability to apply Lutheran theology in the implementation of the position’s responsibilities and duties
* Excellent inter-personal qualities, including unquestioned competence to represent the LCA externally, including the ability to interact with leaders across a wide spectrum of ecclesial, cultural, and social contexts, locally and internationally
* Proven track record of demonstrating servant leadership
* High level strategic planning and organisational skills
* High level written and oral communication skills
* High level skills to manage staff, and lead individuals and teams to agree upon and achieve strategic directions and outcomes
* Knowledge of current theory and practice in respect to partnerships in the international context
* Demonstrated research skills
* Demonstrated understanding and experience of the LCA, its structures and processes
* Willingness and ability to travel interstate or overseas, sometimes on short notice
* Ability to sustain confidentiality and legitimately earn the trust of others
* Ability to understand and manage finances

**Desirable qualification**

* Tertiary level qualification in international mission or related fields

**General terms of appointment**

* Able and willing to work in the environment of the LCA and actively identify with and understand the needs of the Church, its community and international partners
* Agree to abide by all LCA policies as applicable
* Observe and comply with the LCA Work, Health & Safety policies and procedures
* Able to retain confidentiality regarding sensitive information

**Application process**

Applications for the position close at 5.00pm, 1st May, 2018

Resume and names and contact details of 3 referees to be forwarded to:

Secretary of the LCA, Rev Neville Otto

Email: [neville.otto@lca.org.au](mailto:neville.otto@lca.org.au)

Or Mail to:

Secretary of the LCA, Rev Neville Otto

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