

**Extraordinary Lutheran Ministries**  
**Program Director**  
**Position Description**

**The Organization**

Extraordinary Lutheran Ministries (ELM) is a self-funded social ministry organization that believes the public witness of gender and sexual minority ministers transforms the church and enriches the world. ELM does this work through three main programs: Proclaim, Accompaniment, and Ministry Engagement. Learn more at [www.elm.org](http://www.elm.org)

**About the position:**

The program director builds and supports community through the Proclaim program; journeys alongside and equips candidates through the Accompaniment program; works to expand call opportunities at all levels of the church through the Ministry Engagement program; recruits, develops, and equips volunteer leaders for each program; and works collaboratively with the executive director, associate director, and the program & administrative assistant on strategic work and communications for these programs. The program director supervises one (part-time) staff person.

ELM is seeking a visionary leader for its programs during this time of rapid change and transition.

**ELM expects that all its staff members will...**

- Cultivate an organizational culture rooted in faith, grounded in radical love and hospitality, clear with purpose, dependent on collaboration, and transparent in motives.
- Speak to the intersectionality of injustice and oppression, calling ourselves, our community and the larger church to greater awareness of injustice and commitment to ending oppression.

***Primary Responsibilities***

***Called to Proclaim***

Proclaim is the professional community for gender and sexual minority rostered ministers and candidates for ministry. The program director actively cultivates this community by doing the following:

- Leads and recruits the teams responsible for planning the Gathering - an annual in-person gathering of 70-100 Proclaim members for community building, learning, and renewal
  - Manage budget, coordinate volunteers, speakers, program, worship, social activities, scholarship awards, etc.
- Supports the program & administrative assistant in managing logistics for the Gathering, such as managing registration, booking and working with a retreat center, planning transportation, etc.
- Works with the volunteers on the Proclaim Team (the community's leadership team) to develop and live into a shared vision for the program
- Provides support for local events and gatherings such as Proclaim Regional Meet-Ups
- Coordinates Proclaim chaplains (4) who provide pastoral care, support, and guidance to members of the Proclaim community

- Serves as the initial point of welcome and contact for new Proclaim members, manages volunteers who coordinate welcome and orientation
- Implements social networking: uses Facebook (and possibly other mediums) to spread information about upcoming events, action alerts and celebrations in the community
- Connects with executive director on confidential matters concerning individuals coming out, candidacy, call, and personal and professional boundaries
- Works with associate director of development and communications to generate Proclaim-ing! monthly e-newsletter, write program related content for ELM print and online communications,
- Consults with program and administrative assistant to keep accurate records of Proclaim members internally, for Proclaim Directory, and publicly on the website

### ***Called to Accompany***

ELM recognizes that movement through theological education and the route to ordination or consecration is a time of great vulnerability for LGBTQIA+ candidates, both personally and professionally. To support individuals in this process the program director:

- Recruits and equips volunteers on the Accompaniment Team to journey alongside candidates and respond to rapidly shifting areas of greatest need
- Visits seminaries to preach and offer presentations on ELM and to meet with staff, faculty, and students
- Handles complex candidacy cases with discretion
- Works with volunteer convener of First-Call Coaches to provide support to first-call candidates
- Works with volunteer convener of the Seminarian Outreach Team to provide support to LGBTQIA+ seminarians
- Develops volunteer leadership for a candidacy mentoring team which can respond to candidates' unique requests for conversation about upcoming interviews, difficulties they are encountering, or feedback on their essays
- Develops, maintains, and promotes resources that further support those called to ministry and the larger church

### ***Called to Engage***

Serving as a point of connection to congregations, synods, and the larger Lutheran church, the program director:

- Develops the leadership of a volunteer program team to run and provide vision for the program
- Reminds congregations and synods of their vocation to equip new leaders for ministry and prepare them to support leaders who are or may be LGBTQIA+
- Collaborates with the executive director to develop initiatives that will enhance the visibility, calls, and ministries of LGBTQIA+ individuals
- Develops, maintains, and promotes resources that open up ministry opportunities for gender and sexual minority candidates and rostered ministers
- Works with volunteers and program & administrative assistant to recruit synod assembly table hosts, register tables, ensure resource supplies are stocked, and coordinate mailings to table hosts
- Works with volunteer convener of Local Contacts to equip volunteers to connect their synod staff and congregations with our resources, share strategies that are working, and generate ideas

### ***Called to Partner***

- Prepares program reports for ELM Board of Directors meetings, attends in-person meetings of the Board (twice annually), and other meetings as necessary
- Occasionally, as needed, travels to congregations, ministry sites and ministry partners as outreach for ELM (offer a “temple talk,” lead adult forums, speak about becoming a financial supporter of ELM, etc.)
- Occasionally, as needed by executive director: represents ELM at movement and church partner events, meetings, and conferences to maintain relationships with national, churchwide and synodical staff

### **Requirements**

#### **Prior Experience**

- 3 or more years relevant work experience.
- Anti-oppression training and/or deep cross-cultural experience preferred

#### **Personal Skills and Attributes**

- Entrepreneurial and adaptive
- Highly motivated self-starter
- Experience with leadership development as well as volunteer recruitment, training, and management.
- Experience with program or curriculum development, program management.
- Strong organizational, communication, public speaking, personal and writing skills.
- Fluency in: Google Docs/Microsoft Office Suite. Comfort with social media, internet, email and website searches.
- Knowledge, experience, and passion in working with LGBTQIA+ community in the church or related field or organization, especially those issues faced by trans and gender non-conforming/non-binary people
- Finds joy in daily life and work
- Passionate about justice and full inclusion for gender and sexual minorities
- Familiarity with Extraordinary Lutheran Ministries and Lutheranism preferred.
- Must be legally able to work in the U.S.
- Bilingual (Spanish and English) helpful.

#### **Education and Credentialing**

- Bachelor's Degree required.
- Rostered ministers and those seeking Rostered Ministry preferred, lay people may apply.

#### **Work Demands**

- Full-time (36-hours), exempt
- Location flexible, Program Director works remotely.
- Requires weekend and evening work and travel

#### **Apply**

To apply, send your resume and a cover letter to [search@elm.org](mailto:search@elm.org).

The deadline for applications is July 10, 2018

**Compensation**

Program Director's salary commensurate with experience and Synod Guidelines. Full benefits offered.

**Equal Opportunity Employment Policy**

ELM is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, parental status, or any other basis prohibited by applicable law.