

## EVANGELICAL LUTHERAN CHURCH IN CANADA

### JOB DESCRIPTION

**Job Title:** Assistant to the Bishop, Worship

**Reports to:** National Bishop

This is a part-time position between .1 and .2 FTE to be negotiated. This position may be in person or deployed.

The successful applicant needs to be a member of the Evangelical Lutheran Church in Canada or a member of the Anglican Church of Canada with significant full communion experience in the area of worship.

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### MAJOR RESPONSIBILITIES, as of Dec. 2022

#### *Worship*

1. Assist the National Bishop in supervising the Program Committee for Worship (PCW) in its responsibility to recommend policies and develop standards and resources for worship across the ELCIC by:
  - Working with the Chair of PCW in a regular and supportive manner for the smooth working of the Committee;
  - Working with the Chair to make all arrangements for PCW meetings;
  - Attending PCW meetings;
  - Working with the Chair of PCW and the Co-Chairs of the National Worship Conference (NWC) as staff support;
  - Working closely with the Anglican national staff person for worship around PCW, NWC, and joint representation (ELCIC/ACC) on Consultation for Common Texts (CCT).
2. Work on behalf of the National Bishop, and the PCW, to maintain close and positive relationships with ELCA Worship.
3. Submit reports and recommendations for action to the National Bishop for presentation to the Conference of Bishops and National Church Council.
4. Assist the National Bishop to prepare worship for the National Convention by supporting the work of the Local Worship Committee, consulting with the Chair of the PCW.

#### *General Administration*

1. Attend all meetings of National Church Council as requested by the National Bishop to provide information and advice. Attendance at the entire meeting is expected except for *in camera* sessions.

2. Attend staff meetings in Winnipeg, two of which will be held in conjunction with NCC meetings and the rest via zoom.
  3. Provide the National Bishop with submissions for the quarterly reports made to National Church Council pertaining to Worship for inclusion in the general report.
  4. Represent publicly the Office of the Bishop at the request of the National Bishop.
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## **MAJOR ACCOUNTABILITIES**

1. The role of Assistant to the Bishop is to work on behalf of the National Bishop in specific program areas and functions. Accountability is to the National Bishop.
2. Upholding the mission statement of the Evangelical Lutheran Church in Canada.
3. Maintaining and operating within the budgets set for the areas of responsibility.
4. Working collaboratively with others in the Program Team.
5. Working with full communion partners in a cooperative and supportive manner.
6. Presenting a positive public image and representing the office in a positive light through professional conduct, at all times.

## ***SKILLS / ABILITIES:***

1. Excellent organizational and human relations skills and an outgoing personality and pleasant nature are required.
  2. Ability to plan, organize and prioritize workload and work under minimal supervision.
  3. Communicates effectively across all levels of the church.
  4. Ability to be flexible, adaptable to change and able to work in a fast-paced environment.
  5. Ability to adhere to ethical business practices and maintain confidentiality is a requirement. Able to deal with sensitive information and issues.
  6. Requires discretion and independent judgment and the ability to work effectively in pressured situations.
  7. Able to function in a team-oriented environment.
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