



DUTIES OF THE NATIONAL BISHOP

This document has been put together by the National Office to help with the discernment process of who might be our next National Bishop.

The document has three sections. The first section lays out the requirements in our constituting documents. In the second section in italics, Bishop Johnson has described how she has experienced this work being carried out. It is meant to fill out the expectations for the position. Finally, there is a column that attempts to list the specific skills that are required for the position.

It is important to note that each National Bishop has brought different skills and abilities to the position as has been necessary for the time.

PART X OFFICERS (Constitution, ARTICLE XIV)

- Section 1. The officers other than the bishop shall be elected by the convention for a term of three (3) years according to procedures established in the administrative bylaws. The bishop shall serve for a term of six (6) years. All officers shall be eligible to be re-elected without term limit and shall serve until their successors assume office.
- Section 2. Should a vacancy occur ad interim in any of the offices with the exception of the office of bishop, the National Church Council is empowered to fill the same until the next regular convention or to call a special convention to fill the vacancy. Each election by a convention shall be for a full term of office.
- Section 3. The terms of the officers other than bishop shall begin at the conclusion of the convention following election. The term of the bishop shall begin on the first day of September following election.
- Section 4. The bishop of this church shall:
- a. serve as its leader and counsellor;
(Through regular articles in Canada Lutheran and in Pastoral Letters as required. This also takes place in speeches to National and Synodical conventions.)

Required skill sets

Wisdom
Oral & written communication

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| <p>b. seek to preserve its peace and order; <i>(A challenging example of this was at and after the 2011 National Convention where we changed our understanding re: marriage and ordination to include 2SLGBTQIA+. A lot of this work was done by the synod bishops.)</i></p> | <p>Patience Diplomacy</p> |
| <p>c. call, convene and preside over its conventions and the meetings of the National Church Council; <i>(This also includes preparing the agenda, inviting guests, writing reports, working with staff to prepare the docket for NCC and the Bulletin of Reports for National convention.)</i></p> | <p>Organizational ability Governance knowledge Teamwork</p> |
| <p>d. speak publicly and witness for the gospel on behalf of this church; <i>(This can include letters of government, advocacy meetings with Government, working with other church partners in various combinations including through KAIROS or the Canadian Council of Churches. It can also include media requests for newspapers, tv and radio.)</i></p> | <p>Oral & written communication</p> |
| <p>e. oversee the officers and program staff; <i>(Fortunately these are wonderful people to work with. Staff do receive annual performance reviews.)</i></p> | <p>Team building Oversight</p> |
| <p>f. co-ordinate the work of its committees; <i>(For the most part staff take care of this. My job is oversight.)</i></p> | <p>Oversight</p> |
| <p>g. represent this church at meetings of recognized independent organizations; <i>(This includes the Lutheran Council in Canada, Luther College, Canadian Lutheran World Relief, Camrose Lutheran College Corporation, The Triune Foundation.)</i></p> | <p>Knowledge of the ELCIC and its partners</p> |
| <p>h. convene meetings of the bishops of the synods; <i>(Right now there is an elected chair of the conference of bishops that attends to this function.)</i></p> | <p>Organizational ability</p> |
| <p>i. serve as the primary representative of this church in all inter-church associations and councils in which it holds membership; <i>(Currently this would include the Canadian Council of Churches and KAIROS. I don't sit on either governance board but need to pay close attention to what is happening. It also includes the Lutheran World Federation where Katherine Gohm currently represents us and the World Council of Churches where I am serving a term on Central Committee and Executive Committee.)</i></p> | <p>Listening Knowledge of the ELCIC and its partners</p> |

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| <p>j. be responsible for co-ordinating administrative matters, clarifying areas of overlapping or unassigned accountability; <i>(This coordination happens in consultation with the synod bishops.)</i></p> | <p>Organizational ability Policy knowledge Teamwork</p> |
| <p>k. convene meetings of the officers and executive staff of this church for consultation, other persons may be included at the discretion of the bishop; <i>(These are usually separate meetings. The officers meet approximately quarterly and the staff try to meet monthly.)</i></p> | <p>Teamwork</p> |
| <p>l. serve as a consultant in the nomination process for the election of chief executive officers of the institutions of this church; <i>(As more of the institutions have become independent this is not an onerous task.)</i></p> | |
| <p>m. convene and chair meetings of the officers; <i>(See above.)</i></p> | |
| <p>n. prepare a report on the state of this church for presentation at the conventions of this church and of its synods; <i>(See above.)</i></p> | |
| <p>o. make regular reports to the National Church Council, analyzing the programs of this church and aiding the council in setting priorities and emphases in the work of this church; <i>(See above.)</i></p> | <p>Communication Vision</p> |
| <p>p. represent this church at conventions of the synods or appoint a member of the National Church Council or a staff member to be a representative; <i>(This is a very high priority and I go to them all unless two are scheduled at the same time in which case I appoint an officer to attend in my place.)</i></p> | <p>Communication Relational ability</p> |
| <p>q. engage, with the approval of the National Church Council, such staff as is necessary to discharge the responsibilities assigned to the bishop; <i>(This has to be done within the confines of the budget.)</i></p> | <p>Financial acumen</p> |
| <p>r. perform program responsibilities as may be necessary; <i>(Currently I serve as staff in the area of Global Mission and ELCIC Mission Fund. With Global Mission it involves receiving program proposals and reports from out partners. It involves making sure that funds are transferred. It requires</i></p> | <p>Organization Relational ability Financial acumen</p> |

visits to the areas to ensure that funds are being spent as reported and to maintain relationships. With the ELCIC Mission Fund it meets with a committee, distributes mission fund grants, receives reporting and ensures accountability. This work takes 20-30 percent of my time.

- s. serve full-time in office;
(And to work full time really means to serve lots of overtime. It is just a reality of the scope of the job.)

- t. perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church;
(Lots of emails; greetings for gatherings, for congregational anniversaries, for anniversaries of marriage or ordinations – these can be letters or video greetings; Joint meetings with the Conference of Bishops and the Anglican House of Bishops; Bishops Academy, a continuing ed event with the ELCA bishops; attend ACC General Synod, ELCA Church-wide Assembly, TEC General Convention; attend other church conventions as invited and able, ie. CCCB, PCC, UCC; delegate to Assembly of Lutheran World Federation (possible nomination to council); delegate to Assembly of World Council of Churches (Possible election to Central Committee); attend National Worship conference; attend CLAY; attend annual leadership conference of Latin America and the Caribbean and North America; attend annual meetings of COCOP (with global mission hat on) in Beit Jala with ELCJHL; a fair amount of sermons and preaching; maintain collegial relationships with partner church leaders; joint staff meetings with Anglicans; occasional invitations to attend other conventions etc.
–totally optional.

Energy!

Communication and relational ability
Time management
Governance skills