

## Synod Coordinator Job Description.docx

As agreed by (name of Synod's Bishop) and (your name), for the purpose of serving the Church as the (name of Synod) Coaching Coordinator, approved by your Synod Council.

**Purpose:** The purpose of this position is to create and cultivate coaching pathways and partnerships in our synod as together we seek to move the mission of our Synod forward. In addition to building community among coaches, the Synod Coaching Coordinator encourages coaches to engage the Active Status criteria recommended by the national coaching ministry office which is designed to grow these coaches in their compassion, competence and confidentiality.

**Reporting:** The Synod Coaching Coordinator reports directly to the Director of Evangelical Mission (DEM) or other staff person appointed by the Bishop.

**Term:** This position will be renewed every two (2) years or as determined by the Bishop.

**Compensation:** The Synod Coordinator, in consultation with the DEM/Bishop, shall determine the number of hours/week to be worked and the compensation appropriate for those hours as approved by your Synod's Council.

### **Position qualifications, accountability, time and compensation**

1. Completed ELCA Level 1 Basic Skills Coach Training.
2. Appointed by Bishop in partnership with Synod Director of Evangelical Mission.
3. Establish Time and Compensation guidelines, including Synod Council adoption of the position.
4. Complete: Creating Cultures of Coaching - mentor DEMs and Coaching Coordinators (9 mos. currently).
5. Aptitude and experience leading in the "art of giving away leadership to your team."
6. Receive coaching, a minimum of six (6) per calendar year.
7. Report regularly (via meetings and minutes, annual report, emergent coaching needs, training opportunities, Active status updates, integrating coaching into the life of the Synod) to the Bishop, the Director for Evangelical Mission and the Synod Council.
8. Work in partnership with the ELCA Coaching office and staff.

### **Create and Cultivate Coaching Pathways and Partnerships.**

#### **Your Team**

- Identify and invite (3-5) coaching champions (Level 1 or 2, ACC, PCC, rostered/non-rostered).

- This team partners with the Bishop/Staff/DEM to coach identified priorities in your Synod creating and cultivating pathways and partnerships.
- After a year, evaluate. Use these learnings to re-vision. Implement a second year and add partnerships.
- Leadership Team critical for developing and sustaining coaching resilience.
- Celebrate and tell the story.

### **Your Start Strategy**

With your team, introduce and implement Core documents #1, #2, #3, #4, #5, #6 with your Synod's Coaches

### **Your Coaches**

Build your coaching community through

- Regular prayer and persevering grit
- Engagement with Synod priorities
- Active Status expectations. (see Core doc #2)
- Annual Survey of Coaches
- Communication, support, gathering regularly and shared ownership
- Offering Level 1 and Level 2 training opportunities (guest trainer or Zoom)
- Build Synod webpage, inc. your Synod's coaching bios (update annually)
- Maintain updated contact info on national ELCA website
- Connect with ELCA synod coordinators for support and growth ideas.

(Adopted by ELCA Coaching Leadership Team Updated April 2019 by JJB)

(Updated by Charlie Zimmerman and Gary Rothenberger 6 June 2021)

(updated by Gary Rothenberger 1 January 2024)

Name of Director Evangelical Mission (or Bishop or other Assistant to the Bishop)

Name of Synod Coordinator / DEM:

Date: