

**Nomination of Pastor for Consideration for the Office of  
Executive Assistant to the President for Missions**  
South Wisconsin District, The Lutheran Church—Missouri Synod

1. Having carefully and prayerfully considered the pastoral needs of our district, I wish to nominate the following pastor as a candidate to be considered for a call to the district:

Name: (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

*(Please check The Lutheran Annual for the correct spelling and address!)*

2. I believe this pastor will be good for our district for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

3. Please state whether you know him personally, where, and for how long a time.

\_\_\_\_\_  
\_\_\_\_\_

4. If you do not know him personally, please state the source of your information, or the basis on which you are making your nomination:

\_\_\_\_\_  
\_\_\_\_\_

*Jesus said to His disciples, "The harvest is plentiful, but the laborers are few.  
Pray therefore the Lord of the harvest to send out laborers into His harvest." (Matthew 9:37–38)*

**We are praying that God will give our district another faithful Mission and Mercy Executive.**

Name of person making nomination (Please print): \_\_\_\_\_

I am a member of \_\_\_\_\_ congregation

of \_\_\_\_\_ (city), \_\_\_\_\_ (state) \_\_\_\_\_

Signature \_\_\_\_\_

Thank you, Rev. Dr. John C. Wille, President South Wisconsin District-LCMS

**Please return this form by February 19, 2021 to:**

**Rev. Dr. John C. Wille  
8100 W. Capitol Dr.  
Milwaukee, WI 53222**

or email to [wille@swd.lcms.org](mailto:wille@swd.lcms.org)



## Executive Assistant to the President for Mission and Mercy Position Description Overview Tuesday, January 19, 2021

“The work of missions is nothing else than the one Church of God in motion.”—Wilhelm Loehe

Christ’s church lives *from* and *for* the Gospel. The Church is in perpetual motion, receiving Christ’s forgiveness through Word and Sacrament, returning thanks to God in praise and acts of love. It is part of our Lutheran heritage that we are a confessional church. In keeping with that, the South Wisconsin District (SWD) is committed to “Confessing Christ for the Next Generation”, utilizing the four strategic targets:

1. This is our time to be distinctively Lutheran,
2. This is our time to plant new congregations and schools,
3. This is our time to honor our Christ-centered vocation,
4. This is our time to embrace our communities.

### **Purpose**

The Executive Assistant to the President for Mission and Mercy is accountable to the South Wisconsin District President and serves as a member of the Executive Staff.

Serving as accountable to the SWD President and accountable to the 205 congregations, the Executive Assistant to the President for Mission and Mercy will be the primary advisor and facilitator for District mission and mercy through parish visitations, individual conversations, and promoting current best practices. He will directly cooperate with other district executive and support staff to implement the strategic direction of mission, mercy, and development for the SWD.

This position will work closely with and on behalf of the SWD President supporting congregations, Pastors, Circuit Visitors, Recognized Service Organizations, The Lutheran Women’s Missionary League, and the Offices of National and International Mission of the Lutheran Church Missouri Synod. There will be a degree of travel throughout the District as well as one trip a year to the Dominican Republic to participate in the Spring FORO (partnership forum)

### **Qualifications**

#### Education:

- Master of Divinity Degree (MDiv.) from an LCMS Seminary – required
- Ordained member of the LCMS Roster of Ministerium in good standing – required

#### Experience:

- Minimum 3 years of pastoral ministry in the parish - preferred
- Minimum 5 years administrative and/or managerial experience - preferred
- Demonstrated commitment to mission, evangelism, mercy work, and stewardship.
- Demonstrated commitment to our Lutheran confession and identity as well as proper liturgical practice

#### Skills:

- Possess a servant heart, committed to teaching learning circles, and a desire to serve as a member of a dynamic team of professionals
- Ability to maintain a high degree of discretion and confidentiality on all matters

- Capable of mentoring, training, and supporting professional and paraprofessional staff as well as volunteers
- Organized, flexible, and able to manage multiple tasks and projects in a timely manner
- Comfortable representing the SWD President, staff, and Board of Directors to the 205 congregations, pastors, and other church workers
- Ability to identify needs, create support programs, and evaluate outcomes for a variety of constituents
- Familiarity with best practices in relation to church planting, parish re-vitalization, multiethnic ministries, specialized ministries (campus, urban, deaf, chaplains, parish nurses), international mission support, and fund raising
- Ability to read, interpret, and prepare financial reports and budgets
- Comfortable building relationships and networks in order to foster ministries, programs, and development opportunities
- Comfortable communicating in a variety of mediums including, but not limited to, digital, electronic, written, and spoken.

## **Responsibility**

Subject to the Sacred Scriptures, the Lutheran Confessions, the Synod Handbook and the Bylaws of the South Wisconsin District, this position is responsible for:

### *A. District Mission*

- a. Manage the SWD Mission Partner Grant including budgeting, maintenance and accountability of the grants and ministries funded
- b. Develop, implement, and evaluate a strategic approach for church planting
  - i. Conduct regional studies, develop partnerships, and facilitate the Divine Call process
- c. Develop, implement, and evaluate a strategic approach for church revitalization
  - i. Conduct regional studies, develop partnerships, and facilitate the ministry and/or related programs
  - ii. Work with small town and rural churches on best practices regarding revitalization and forming multi-point parishes
  - iii. Work with congregations in relation to closing or merging
- d. Work with the Associate Regional Director of Latin America on supporting the SWD's commitment to the Dominican Republic FORO
  - i. Attend the Spring FORO and Business Meeting to discuss funding and missionary support
  - ii. Develop SWD partnerships with churches to support FORO funding and sending short-term mission teams
- e. Develop, implement, and evaluate a plan for communicating mission and mercy to the District.
  - i. Preach, teach Bible studies, write devotions, and lead presentations for congregations, RSO's, schools, chapels, and other gatherings
- f. Primary direct report for the Milwaukee County House of Correction Chaplain and SWD Missionaries at Large.
  - i. Developing ministry plan with the individual, creating and managing budget oversight, providing support and pastoral care

### *B. District Mercy*

- a. Work with the Office of National Mission – Disaster Response as the District Disaster Response Coordinator
  - i. Develop, implement, and evaluate a District disaster response plan
  - ii. Recruit and train volunteer staff and workers to support the response plan
  - iii. Attend national meetings and conferences on behalf of the District
- b. In the event of a regional disaster or tragedy, work with the local church, school, or ministry on response and best practices

- i. Provide print, staff, and monetary resources in support
    - ii. Work with the local pastor to support the community including (but not limited to) a community worship service and coordinating support resources on their behalf.
  - c. Work to identify mercy needs throughout the District and work to develop and maintain relationships with public funded and non-profit community service agencies, school districts, civil agencies, and community actions groups to meet those needs.
  - d. Oversight of the SWD Parish Nurse Convocation through the Parish Nurse Coordinator
    - i. Attend two convocation meetings a year
    - ii. Budget management
- C. *District Development*
  - a. Develop, implement, and evaluate a District fund-raising plan including donor support, donor development, and benchmarking
    - i. Work with staff to ensure the database is current
    - ii. Coordinate the annual fund-raising drive to maximize communication and donor support
  - b. In coordination with the Business Manager create an annual report
  - c. Foster donor relationships by developing opportunities to share the SWD story
    - i. Congregation engagement
    - ii. Small group meetings and events
    - iii. Individual meetings and events
    - iv. Regular letters and communication

Rev. Dr. John C. Wille  
SWD President  
21 January 2021