



Metropolitan New York Synod
Evangelical Lutheran Church in America

Position Title: Administrator for Assistants to the Bishop and Director for Evangelical Mission (DEM)

Reports to: Primary Supervisor will be one Assistant to the Bishop

Status: Full-Time hourly (Non-exempt from overtime)

Position Summary:

The Administrator for Assistants to the Bishop and DEM will serve as administrative support to the 3 Assistants to the Bishop and the Director of Evangelical Mission to enable them to perform their responsibilities with the utmost professionalism and responsiveness. This position is one of trust, confidentiality and respect for congregations and the rostered leaders serving in congregations and ministries of the MNYS. In addition, this person will be a primary partner in communicating with call committees, Church Councils and other lay leaders during times of congregational transition and pastoral vacancy.

Responsibilities:

Administrative Support for Assistants to Bishop and DEM:

1. Assist the Assistants to the Bishop and Director of Evangelism Mission in their administrative duties.
2. Schedule synod representative to Call meetings.
3. Communicate with congregations on behalf of the Assistants to the Bishops on items related to congregational transition and pastoral vacancy including interim assignments.
4. Coordinate date and time for Call meetings with Congregation's Council President in a timely fashion.
5. Prepare and provide necessary documents for Church Councils related to Calls and pastoral transitions.
6. Follow through on all paperwork related to Calls including Bishop's signature through final signed papers from Congregations and Called Pastors.
7. Salesforce data entry and uploading of call process documents.
8. Provide Salesforce training and support to Assistants to the Bishop and Director of Evangelical Mission
9. Provide installation documents to the conference Dean.
10. Prepare, send and file Ordination documents.
11. Provide administrative support to the Candidacy Coordinator and Candidacy Committee members, including documents needed for the Candidacy Committee quarterly meetings, submission of ELCA entrance, endorsement, and approval forms as directed, and required psychological testing for candidates.
12. Provide scheduling support as desired by the Assistants to the Bishop and the DEM.

13. Assist with Event Planning and Management, as directed, as part of a team working together collaboratively on events for the MNYS.
14. Follow up with congregations for documents (not related to the call process) constitution, insurance policy, Certificate of Incorporation, etc.
15. Attendance at synod events
16. Facilitate background checks (through Oxford Management) for the Candidacy (clergy & synod deacons) and candidates in the call process.

Key Qualifications:

1. Attention to detail.
2. Demonstrated proficiency in administrative support functions (i.e. scheduling, written communication).
3. Commitment to confidentiality and a high-level of responsiveness and professionalism.
4. Attendance at All Staff and Administrative Support staff meetings.
5. Self-motivated and ability to work independently; self-starter.
6. Commitment to the flourishing of congregations, rostered leaders and candidates for ministry.

To be reviewed after 6 months for adjustments and updates, as needed.

Non-exempt from overtime

Annual salary range - \$60,000-\$65,000

Date: October 1, 2025

To apply for this position: Interested candidates should submit a cover letter and resume in PDF format via email to inquiry@mnys.org

Visit our website www.mnys.org for more information about Metro New York Synod of the ELCA.

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