



Metropolitan New York Synod

Evangelical Lutheran Church in America

God's work. Our hands.

Position description: MNYS Candidacy Coordinator

Reports to: Bishop

Status: Part-time salaried

Summary:

1. Represents Bishop as voting member of the Candidacy committee in their absence, reporting committee actions to Bishop and staff.
2. Receives initial inquiries from people expressing interest in public ministry in our church.
3. Schedules discernment conversations with possible candidates, providing discernment support and logistical guidance.
4. Provides information about the candidacy process to those interested.
5. Continues communication with the possible candidate until they are ready to apply for candidacy.
6. When a possible candidate expresses the desire to apply for candidacy, directs them to be in communication with the Candidacy Administrator.
7. Works as a team with the Committee Chairperson, Candidacy Administrator, Candidacy Committee relators, and Bishop's Assistants to continue ongoing communication with the candidate throughout the candidacy process that will include oversight of the formation plan and continued guidance, support, encouragement, and clear, constructive feedback through the process.
8. Convenes post-Entrance Formation Plan Conference Calls.
9. For candidates not at ELCA seminaries, works with the candidate and the Regional Candidacy and Leadership Manager to articulate plans for Lutheran Learning and Formation and affiliation at an ELCA Seminary.
10. Serves as liaison between seminaries, the churchwide Regional Candidacy and Leadership Manager and our synod.
11. As needed, supervise or arranges for supervision of those in formation for public ministry.
12. Works with the Bishop, synod staff and candidates in identifying internship sites.
13. Oversees any synod-run internships, including providing orientations, receiving evaluations, and providing ongoing support to supervisor, committee, and intern.
14. Provides additional supervision and support as needed for interns in detached site or residency internships.
15. Manages Metropolitan New York Synod Internship Support Grants Program.
16. Coordinates distribution of ELCA Fund for Leaders Program, and other scholarship funds.

17. Plans, convenes and helps lead an annual Candidacy Retreat.
18. Serves as initial reader of psychological and background checks and other reports.
19. Manages relationships with psychological evaluators and background check company.
20. Participates in Endorsement interviews, Theological Review Panels, and Competencies Assessment Panels.
21. Prepares candidacy budget.
22. Attends regional and churchwide meetings concerning candidacy.
23. Provides language for interview decision forms to the Candidacy Administrator for submission to ELCA Candidacy portal.
24. Edits Committee Minutes.
25. Interprets ELCA Candidacy policy.
26. Works with Bishop and Committee Chair to identify new members of Candidacy Committee.
27. Oversees Candidacy Committee formation and training.
28. Works together with others to identify and encourage new inquirers and candidates throughout the synod.
29. Oversees synodical participation in the Region 7 First Call Leadership Academy, including managing the synod's relationship with LeaderWise, participating in regional meetings related to First Call, and providing synodical support for first call rostered leaders in the program.

Date: August 1, 2025

To be reviewed in 6 months, January 2026, for necessary adjustments.