

05/05/2023

THE KANSAS DISTRICT

THE LUTHERAN CHURCH—MISSOURI SYNOD

POSITION DESCRIPTION

DISTRICT SCHOOL MINISTRY COORDINATOR

SUMMARY OF PURPOSE

The District School Ministry Coordinator shall support and promote Lutheran school ministry in service to the LCMS Kansas District, congregations, schools, and the school ministry efforts of The Lutheran Church—Missouri Synod. The District School Ministry Coordinator shall have oversight of District school ministry to help foster and encourage ministry to the schools of the district. The District School Ministry Coordinator serves in a part-time capacity and is provided a stipend, as determined by the Kansas District Board of Directors.

TENURE OF OFFICE

The District School Ministry Coordinator shall be appointed by the District President. The appointment shall be for one term concurrent with the Kansas District Convention cycle. There shall be no limitation on the number of successive terms.

QUALIFICATIONS

It shall be preferable that the District School Ministry Coordinator shall be an LCMS rostered worker in good standing and shall have interpersonal skills that demonstrate concern for the schools of the Kansas District.

It shall be preferable that he/she should have the ability to stay abreast of LCMS School Ministry topics, that he/she shall employ good communication skills, and that he/she have knowledge of and interface with District leadership and District communication platforms.

AUTHORITY AND RESPONSIBILITY

Subject to the Sacred Scriptures, the Lutheran Confessions, the Synod Handbook and the Bylaws of the Kansas District, District School Ministry Coordinator shall be responsible for:

1. Supporting, assisting, and encouraging Lutheran schools of the District.
2. Facilitating communication with the LCMS School Ministry unit.
3. Advancing and supporting the efforts of the LCMS National Lutheran Schools Accreditation (NLSA) process.
4. Facilitating communication with the Kansas Association of Independent and Religious Schools (KAIRS), the non-public school's organization that represents Lutheran schools in Kansas.
5. Assisting the ministry of the early education centers by supporting those cooperative efforts which enhance the ministry with early childhood ministry.
6. Reporting quarterly to the Office of the District President and/or his appointee. Once per year this report shall be made in person.
7. Performing such other duties as will strengthen the schools in the district.

RELATIONSHIPS

1. The District School Ministry Coordinator's supervisory relationship is to the Office of the District President and/or his appointee.
2. The District School Ministry Coordinator will work collegially with the Kansas District Lutheran Schools Committee.