

# Warburg Theological Seminary

## Position Description

**Title: Instructor in the Pastoral Arts and Advisor for TEEM**

**Department: Academic Program**

**Classification: Exempt**

**Position Status: Up to 15 hours per week**

**Supervisor: Academic Dean**

### Position Summary:

The Instructor in the Pastoral Arts and Advisor for TEEM (Theological Education for Emerging Ministries) gives focused attention to the wholistic formation of students as church leaders in mutual collaboration with congregations, synods, and agencies where students are engaged in teaching and learning. This position involves stewardship of the formation process in accordance with the Auburn Studies report on "Learning Pastoral Imagination" <<http://pastoralimagination.com/wp-content/uploads/2016/03/CSTE-LPI-030116.pdf>>. To accomplish this work, the Instructor in the Pastoral Arts and Advisor for TEEM will work together with faculty and staff to serve as primary academic advisor to TEEM students and serve as an instructor according to the needs of the seminary curriculum.

Reporting to the Academic Dean, the Instructor in the Pastoral Arts and Advisor for TEEM will be responsible for providing academic advising for WTS TEEM students. The Instructor in the Pastoral Arts and Advisor for TEEM will work in partnership with the faculty and the Vice President for Admissions and Student Services in representing the faculty on Capacity Assessment Panels (CAPs). Specific responsibilities are named below, all contributing to the overall purpose of wholistic formation of candidates for ministry in partnership with others.

### Major Responsibilities/Activities:

TEEM Program Advising:

- Oversee the ongoing academic advising of TEEM students in partnership with the faculty as the students seek to meet their academic and candidacy goals.
- Availability to meet with students during on-campus TEEM intensives and by appointment, including by phone and with ZOOM.

- Hold an annual meeting with student, supervisor, and mentor to monitor progress.
- Collaborate with the VP for Admissions and Student Services, who oversees Candidacy at WTS, to represent the WTS faculty on Capacity Assessment Panels (CAPs).
- Provide support for TEEM students in their sites.
- Consult with prospective TEEM students at the request of the Admissions Office.
- Work with the Admissions and Student Services Office to facilitate student services and technology support.
- Provide information and support to the Development Office in their work with donors.
- Collaborate with the Academic Dean, Faculty, and the Vice President for Admissions and Student Services to provide assessment of the TEEM program in accordance with the seminary's mission.
- Advise other students by mutual agreement.

Instructor in the Pastoral Arts:

- Lead one Spiritual Practices small group, as needed.
- Teach electives in the seminary curriculum, as needed.

**Qualifications:**

**Education & Experience Required:**

- Master of Divinity degree is required.
- A theologically educated, rostered leader in the Evangelical Lutheran Church in America is required.
- Additional education and teaching experience, particularly in fields related to pastoral ministry, spiritual practices, leadership development, and mentoring, is preferred.

**Skills Required:**

- Commitment to the mission of Wartburg Theological Seminary.
- Effective collaboration with seminary faculty and staff.
- Conversant with WTS academic programs, ELCA judicatory polity, and candidacy processes.
- Maintain professionalism in guiding and evaluating students.
- Efficient administration skills related to implementing and integrating policies and procedures.
- Clear communication in written materials and spoken presentations to interpret WTS programs in compelling ways.
- Organization and self-motivation to ask key questions of other administrators, while working independently.
- Team player to draw on the strengths of others and coordinate work in a system.

This position requires that the person will locate in the Dubuque vicinity.

## **Work Environment:**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, software applications, phones, photocopiers and filing cabinets.

## **Physical and Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, see, and move around. Arms, hands and fingers will be needed to handle and reach. Extensive sitting is required. Employee will occasionally need to lift boxes or materials up to 10 pounds.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

***Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

*Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.*