

CENTRAL ILLINOIS DISTRICT
The Lutheran Church—Missouri Synod

Position Description

Executive Assistant to the District President

Title	Executive Assistant to the District President
Department	Office of the District President
Reports To	District President, Central Illinois District, LCMS
Supervises	None / Volunteers as assigned
Location	Central Illinois District Office — 1850 N Grand Ave. Springfield, IL
Job Type	Full-time, 40 hours per week, non-exempt
Work Schedule	Typically 8:00 a.m. – 4:00 p.m., Monday–Friday, with occasional evenings/weekends for district events.
Compensation	\$55,000-\$65,000
Benefits	Health insurance through Concordia Plans Services; paid holidays and paid time off per CID personnel policy.
Date Issued / Revised	5/28/2026

Position Summary

The Executive Assistant to the District President supports the District President in his work of ecclesiastical supervision and in the day-to-day administration of the Office of the District President. The role serves as the welcoming first point of contact for ordained and commissioned ministers, congregational leaders, and the public, and it is responsible for accurate record-keeping, database stewardship, and reporting to The Lutheran Church—Missouri Synod. The Executive Assistant exercises sound judgment, discretion, and confidentiality in handling sensitive clergy, congregational, and personnel matters so that the mission of the Central Illinois District is carried out with order, integrity, and excellent stewardship.

Primary Responsibilities

Relationships & Communications

- Serve as the initial point of contact for the Office of the District President; greet visitors, answer phones, respond to inquiries, and triage correspondence with warmth and professionalism.
- Assist the District President in his direct communications with rostered workers (ordained and commissioned), congregational leaders, and lay members.

- Develop and maintain strong working relationships with District staff, Circuit Visitors, Board of Directors members, and Synod counterparts (including the LCMS Office of the President and other District President's Administrative Assistants).
- Represent the Office of the District President at district events, including registration tables, with a spirit of hospitality.

Ecclesiastical Supervision Support

- Administer the call process: prepare and coordinate call documents, call lists, and candidate/vicarage applications for seminary placement and assignment; coordinate installations of ordained and commissioned ministers.
- Support applications and district interviews for Specific Ministry Pastor (SMP), EIT, Center for Hispanic Studies (CHS), and Colloquy candidates and their sponsoring congregations/supervisors.
- Coordinate background checks for ordained and commissioned ministers as directed (including reinstatement and colloquy cases).
- Report official acts to Synod in a timely manner — transfers, changes in status, restrictions, removals, and other roster events.
- Maintain the district clergy and commissioned-minister roster and the register of congregations and schools; ensure accuracy of Synod Roster and Statistics submissions.

Calendar, Travel & Office Administration

- Manage the District President's calendar: schedule appointments, meetings, speaking engagements, and appearances; make travel and lodging arrangements.
- Oversee the day-to-day operation of the Office of the District President: receive incoming work, prioritize, delegate as appropriate, and supervise work to completion.
- Prepare correspondence, reports, mailings, meeting materials, and presentations for the District President.
- Maintain an organized filing system (electronic and paper) for rostered-worker files, congregational files, Board and committee records, and the Office of the President.
- Oversee the district database of ministers and congregations; ensure data integrity across district and Synod systems.

Board of Directors & Committee Support

- Support the District Board of Directors: coordinate meetings, prepare and distribute agendas and materials, and maintain records for the Board and assigned committees.
- Coordinate with Circuit Visitors, district officers, and assigned committees to carry out the work of the Office of the District President.
- Facilitate communications among the District President, Board members, and committees.

Events, Conferences & Convention

- Provide administrative support for district events: Spring and Fall Pastors' Conferences, retreats, new-graduate-pastor orientation, and other events originating in the Office of the District President.

- Attend the annual District President's Administrative Assistants (DPAA) Conference for peer connection and professional development.
- Serve on the District Convention Planning Committee (triennial): prepare, print, and distribute the Convention Workbook; coordinate delegates, credentials, name tags, elections materials, and post-convention Proceedings as assigned, with intensified support in the pre- and post-convention windows.
- Support Synod Convention coordination for Central Illinois District delegates.
- Prepare district-wide mailings, bulletin inserts, and communications in coordination with the District President and (where applicable) Communications staff.
- Manage rostered-member change notifications as needed.

Secondary Responsibilities

- Provide back-up administrative support for other District office functions as capacity allows.
- Perform other duties as assigned by the District President.

Qualifications

Faith & Denominational Expectations

- A practicing Christian, whose life and character reflect the confession of The Lutheran Church—Missouri Synod. Membership in an LCMS congregation in good standing is preferred.
- Working knowledge of The Lutheran Church—Missouri Synod is preferred: structure, rostered-worker categories, the call process, and Synod reporting. Willingness to learn and to grow in this knowledge is required.

Education & Experience

- Minimum of a high school diploma or GED required; an associate's or bachelor's degree in business administration, communications, office management, or a related field is preferred.
- Minimum of three (3) years of administrative experience required; five (5) or more years preferred.
- Experience in a church, nonprofit, or educational setting strongly preferred.

Skills & Competencies

- Exceptional organizational and time-management skills; ability to multitask and prioritize effectively in a busy environment with competing deadlines.
- Strong written and verbal communication skills; professional and diplomatic interpersonal presence with clergy, lay leaders, and the public.
- High level of discretion and confidentiality in handling sensitive personnel, clergy, and congregational matters.
- Strong attention to detail and a high degree of accuracy in records, forms, and reports.
- Proficiency in Microsoft 365 (Word, Excel, Outlook, PowerPoint); comfort learning specialized systems (Synod reporting tools, district databases, cloud-based management software).
- Self-directed with the ability to work independently under established guidelines, while also collaborating as part of a small team with shared responsibilities.

- Problem-solving mindset: able to anticipate needs, adapt to changing priorities, and proactively address issues.
- Emotional intelligence: ability to build trust and credibility with the District President, Board members, Circuit Visitors, staff, and rostered workers.

Working Conditions

- Office setting, primarily seated; must be able to remain in a stationary position more than 50% of the working time.
- Occasional lifting up to 25 pounds (mailings, event supplies); able to navigate standard office mobility demands, including stairs.
- Minimal routine travel; occasional travel for conferences, retreats, convention, and annual DPAA Conference.
- Some evening and weekend work required around district events.

Compensation & Benefits

Compensation: \$55,000-\$65,000, commensurate with experience.

Benefits: Health insurance (employee, with spouse/family options per CID policy), and paid time off and paid holidays per CID personnel policy.

Equal Opportunity & Faith Statement

As a church body committed to the teachings of Jesus Christ, the Central Illinois District of The Lutheran Church—Missouri Synod is an equal opportunity employer. The District provides employment opportunities to all qualified individuals regardless of race, color, sex, national origin, age, disability, or veteran status, while upholding the principles of our faith as expressed in the confession of The Lutheran Church—Missouri Synod. This position supports the work of ecclesiastical supervision; accordingly, the District retains the right to give preference in hiring to persons who are members in good standing of an LCMS congregation (ministerial exception).