

NATIONAL LUTHERAN SECRETARIAT (NLS)

Executive Board

Job Descriptions and Responsibilities 2018

The NLS Executive Board consists of six elected positions plus five to eight appointed positions. The six elected NLS Officers plus the Executive Director make up the Executive Committee (EC). The other positions serve alongside the EC and participate on monthly teleconference calls as needed, attend the Mid-Year Meeting if invited, attend the Annual Gathering if possible and assist with NLS functions as noted.

- Executive Committee officers are elected at the National Lutheran Secretariat Annual Gathering and serve a two-year term, which may be renewed for a second two-year term. The Executive Committee positions are:
 - President
 - Spiritual Director
 - Vice President for Administration
 - Vice President for Outreach
 - Secretary
 - Treasurer

- Selected position:
 - Executive Director

- Appointed positions serve for one year and are renewable.
 - Archivist/Historian
 - Database Coordinator
 - Distribution Center Manager
 - Newsletter Editor
 - Non-Profit Compliance/Tax Advisor
 - Palanca Coordinator
 - Web Master (Technology Administrator)

Position: President

- Elected by the delegates at a National Lutheran Secretariat (NLS) Annual Gathering to a two-year term. Renewable by election for a second two-year term.
- Serves without compensation.
- Accountable to the affiliated Via de Cristo secretariats through the NLS Executive Committee (EC).

Purpose:

The President is a responsible servant of Jesus Christ who wishes to glorify God by coordinating all work of the NLS Executive Board (EB) and serves as the official representative of NLS to the Church and all sister 4th Day ministries. The President will be a tireless advocate promoting the mission of Via de Cristo.

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of NLS affiliated Secretariats and the members of the NLS EB.
2. Participates as an active member of a Renewal Group
3. In partnership with the Executive Director, represents the NLS and Via de Cristo in promoting the Good News of Christ using the Via de Cristo method at: Ultreyas and meetings of Lutheran church bodies, other denominations and other 4th Day ministries.
4. Directs and coordinates the EB efforts, as needs and experience dictate, and to make and clarify additional assignments to maximize their effectiveness.
5. With the advice and consent of the EC, appoints individuals to other national positions. The current appointed positions are:
 - NLS Newsletter Editor
 - Palanca Coordinator
 - Web Master
 - NLS Distribution Center Coordinator
 - Database Coordinator
 - Historian/Archivist
 - Non-Profit/Tax Advisor
6. Sets the Annual Meeting agenda and Mid-Year Meeting agenda with EC approval and convenes and chairs all NLS meetings.
7. Annually reviews and/or modifies the job descriptions of the Board, with input and recommendations from the Executive Committee.
8. Envisioning, development and monitoring the Five-Year Plan created by the Executive Board.
9. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
10. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 15 of each year.
11. Appoints the chairperson(s) and members of each of the following temporary committees:
 - The Audit Committee – to review both the Treasurer’s records and the records of the NLS Distribution Center.
 - The Parliamentarian – to serve at the Annual Gathering.
 - The Nominating Committee – to establish a slate of potential candidates

Supervisory Responsibilities:

The President supervises all activities of the NLS.

Knowledge, Skills, and Related Gifts:

- Extensive understanding and insight into the Via de Cristo method and the 4th Day movement.
- A clear understanding of Cursillo® history and the other 4th Day ministries that have evolved since Cursillo® began.
- Interpersonal human relation skills are essential.
- Good communication skills.
- Ability to delegate duties as needed to others.
- Presents self well with an ability to comfortably speak publicly.
- Demonstrates leadership skills in large group situations.
- Working knowledge of parliamentary procedure.
- Good reputation among peers.
- Able to keep agendas, schedules, meetings, and committees on track and reasonably on time.
- Computer skills are essential.

Fiscal Responsibility:

See supervisory responsibilities

Extent of Public Contact: High

The President will have extensive contact with people from all walks of life. As the official representative of Via de Cristo, the President, in partnership with the Executive Director, will meet and greet Church officials, government officials, educational leaders, representatives from other countries, as well as the many pilgrims who wish to make use of the President's knowledge, experience, and skill.

Physical Demands:

Due to the nature of the office there are physical demands placed on the President due to travel and long meetings, including phone conversations. The President should take advantage of as many communication devices (telephone, e-mail, voice and video conferencing, etc.) as reasonably possible. The skill the President uses in using such devices will determine the extent of travel that may be necessary. Attempts should be made to be visible at Church body and at other 4th Day ministry meetings. There will be many requests for the President's participation in visioning and organizational meetings.

Position: Spiritual Director (S.D.)

- Elected by the delegates at a National Lutheran Secretariat (NLS) Annual Gathering to serve a two-year term. Renewable by election for a second two-year term.
- Serves without compensation.
- Accountable to NLS President and the Executive Committee (EC).

Purpose:

The Spiritual Director is a responsible servant of Jesus Christ who, as ordained and rostered clergy, wishes to glorify God by watching over the theological integrity of the ministry and assist the NLS Executive Board (EB) in matters of faith and spirituality. The Spiritual Director, with the President, will serve as liaison to the various church bodies to promote the mission and purpose of Via de Cristo (VdC).

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of NLS affiliated Secretariats and the members of the NLS EB.
2. Participates as an active member of a Renewal Group
3. The SD will seek to promote Via de Cristo among the Lutheran Church and other official church bodies. This promotion should include corresponding with Lutheran Bishops, District Presidents, etc., each year, with an invitation to attend the National Annual Gathering.
4. The SD directs the Executive Board spiritually and keeps the Board in tune with the clergy side of matters under consideration.
5. Serves as the NLS's official link to all Christian clergy communities throughout the United States.
6. Encourages clergy attendance at, and participation in, VdC and NLS activities, particularly the Annual Gathering.
7. Using our database, sends a communication each winter to all pastors who have attended a VdC weekend seeking their support for the ministry by serving on weekends and sponsoring pilgrims.
8. In coordination with the Vice President for Outreach, the SD will assist in new VdC secretariat start-ups, as needed.
9. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
10. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 15 of each year.

Other Duties:

As requested by the President

Supervisory Responsibilities:

Spiritual Direction for the National VdC Annual Gathering Host Committee – work with the Host Committee and participate in the planning and follow through of worship services and chapel facilities.

Knowledge, Skills, and Related Gifts:

- The SD should be well versed in both the method and the history of the movement, especially the roots as they pertain to the spirituality of our ministry.
- Knowing that the VdC is not a church or a para-church, promoting the ministry as basic Christian discipleship and renewal for Christian spiritual well being.
- Good human relation skills are essential, as well as good public speaking skills.
- A champion and example, alongside the EB, of how lay and clergy work together.

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and needs for meetings.

Extent of Public Contact: Moderate to High

The extent to which the SD is able to accomplish outreach to other 4th Day clergy. Possibly leading worship or delivering a keynote address at the Annual Gathering. Attendance at the Mid-Year Meeting and Annual Gathering.

Physical Demands:

Possible travel to maintain contact with communities and clergy. Attempt to be visible at Synod functions and other National functions as a representative of VdC/NLS. In attendance all NLS EB meetings.

Position: Vice-President for Administration (VPA)

- Elected by the delegates at a National Lutheran Secretariat (NLS) meeting to serve a two-year term. Renewable by election for a second two-year term.
- Serves without compensation
- Accountable to NLS President and the Executive Committee (EC)
- Vice President #1

Purpose:

The VPA is a responsible servant of Jesus Christ who wishes to glorify God by coordinating the National Via de Cristo (VdC) Annual Gathering and serves as President should the elected President become unable to fulfill the position.

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of NLS affiliated secretariats and the members of the NLS Executive Board (EB).
2. Participates as an active member of a Renewal Group
3. Serves as the EB liaison with local Via de Cristo secretariats that are hosting future Annual Gatherings.
4. Coordinates ALL arrangements between the EB and the Host Committee secretariat for the Mid-Year Meeting and the Annual Gathering.
[The EC has final responsibility for schedules, agendas and minutes of all NLS meetings.]
5. Creates dialogue/workshop groups to meet at each Annual Gathering with input and approval from the EC.
6. Provides the Annual Gathering Orientation Session.
7. Make necessary assignments for Annual Gathering forums, small group and dialogues, etc. in conjunction with the President and EC.
8. During each Annual Gathering, facilitates a dialogue session for those interested in learning more about hosting an Annual Gathering.
9. Assists the President at the Annual Gathering, helping to stay on time and on task.
10. Provides an annual report of activities for inclusion in the Annual Gathering binder no later than June 15 of each year.
11. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
12. Studies and becomes very familiar with the Host Guidelines.
13. Reviews Host Guidelines document every two years to update language, clarify or revise as needed.

Other Duties:

As requested by the NLS President

Supervisory Responsibilities:

The Host Committee, current and future, and any dialogue/committee groups, standing or ad hoc, established for each Annual Gathering.

Knowledge, Skills, and Related Gifts:

- Organizational and planning skills.
- Diplomacy skills and working well with others.
- Must have follow-through and communication skills.
- Coordinate and facilitate discussions with prospective host(s).
- Willingness to listen, analyze, and direct.
- Computer skills are essential (e.g., e-mail, document preparation/distribution).
- Ability to do on-site inspections with a vision for the Annual Gathering.
- Willingness to be open, ask questions, and get answers.

- Ability to delegate and hold the Host Committee accountable.
- Flexibility with changes while keeping on task.

Fiscal Responsibility:

Assure appropriate expenditures/expense reports or receipts are filed with the NLS Treasurer that relate to the position, travel, and needs for meetings.

Extent of Public Contact: Moderate

Works with small to medium size groups at the Mid-Year Meeting and Annual Gathering. Works with Host Committees and the event location officials during an Annual Gathering and assisting those in attendance.

Physical Demands:

Travel and time commitment for the Mid-Year Meeting and National VdC Annual Gathering. Long meeting hours, agenda planning, scheduling and communication between Host Committee(s) and the EC. Document and internet work demand time and computer knowledge and skills.

Position: Vice-President for Outreach (VPO)

- Elected by the delegates at a National Lutheran Secretariat (NLS) Annual Gathering to serve a two-year term. Renewable by election for a second two-year term
- Serves without compensation
- Accountable to NLS President and the Executive Committee (EC)
- Vice President #2

Purpose:

The VP for Outreach is a responsible servant of Jesus Christ who wishes to glorify God by coordinating outreach activities for the development of new Via de Cristo (VdC) communities and assists exiting VdC communities fulfill their call.

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of NLS affiliated Secretariats and the members of the NLS Executive Board.
2. Participates as an active member of a Renewal Group
3. Search out possible areas of the country and world where Via de Cristo could have a positive influence on their local environments.
4. Trains, oversees and coordinates the interactions and efforts of the Regional Coordinators to assure necessary liaison and functions are maintained.
5. Visits communities and explains the mission and ministry of VdC and the role of the NLS. First visits to new movements should be informative in nature. Subsequent visits or communications should be organizational in nature.
6. Communicates frequently with potential leaders of new communities.
7. Solicits experienced VdC community members, who will freely give of their time, to begin new secretariats.
8. Provides NLS materials to potential secretariats.
9. Along with the Regional Coordinators, works with new secretariats to ensure they adhere to the VdC Essentials.
10. Asks and schedules opportunities to present temple talks at churches or pastoral functions. Help with other activities to promote VdC.
11. Keeps the entire VdC community informed (through emails, newsletter and web site) about new secretariat activities.
12. Ask others to pray for the new movements and to offer help where possible.
13. Jointly with the Regional Coordinators, communicates frequently with leaders of existing communities.
14. Works with the NLS Secretary, VPA and Regional Coordinators to provide accurate number and names of eligible delegates to the VPA by July 1 of each year for the Annual Gathering.
15. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
16. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 15 of each year.

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

Participation in the Vision Committee, as needed, and the National VdC Annual Gathering Host Committee for outreach and long range planning.

Knowledge, Skills, and Related Gifts:

- Responsible for outreach documents on the NLS website.
- Extensive knowledge of the VdC ministry and history.
- Coordinate public relations programs to promote VdC.
- Good leadership, organizational and facilitator skills.
- Ability to work well with people.
- Ability to teach and nurture leadership.
- Flexibility and preparedness
- Reasonable computer knowledge in order to keep current with email on a timely basis and keep information on the web site current.

Fiscal Responsibility:

The VPO will manage the NLS Outreach budget as it relates to the expenses of the Regional Coordinators to assure appropriate support is provided to affiliated secretariats and will approve appropriate expenditures and expense reports with necessary documentation filed with the NLS Treasurer.

Also, the Outreach budget for travel - assure appropriate expenditures/expense reports or receipts are filed with the NLS Treasurer that relate to the position, travel and needs for meetings.

Extent of Public Contact: High

The VPO will have extensive contact with people from all walks of life. As an official representative of VdC, the VPO will come in contact with people who are curious about VdC and people who are excited to begin a new secretariat. The VPO may also make contact with Church officials, government officials, educational leaders, representatives from other countries, as well as many pilgrims who wish to make use of the resources VdC has to offer.

Physical Demands:

Due to the nature of the office there will be significant physical demands placed on the VPO because of travel, long meetings, and lengthy phone conversations.

Position: Secretary

- Elected by the delegates at a National Lutheran Secretariat (NLS) meeting to serve a two-year term. Renewable by election for a second two-year term
- Serves without compensation
- Accountable to NLS President and the Executive Committee (EC)

Purpose:

The Secretary is a responsible servant of Jesus Christ who wishes to glorify God by documenting the activities of NLS and the EC. The Secretary will maintain and share essential data with local secretariats.

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of the affiliated Secretariats and the members of the NLS Executive Board (EB).
2. Participates as an active member of a Renewal Group
3. Takes minutes for all meetings and, within 1 week, sends a draft copy to all Board members that attended the meeting - asking for corrections or omissions. Members will review the draft copy and annotate their changes within a week. Secretary will make necessary corrections and resend a modified draft to all Board members. Minutes will be approved as the first agenda item at the next monthly Board teleconference. Once approved, the minutes will be sent to the Web Master for posting to the NLS website and maintained on the NLS external hard drive.
4. Researches and becomes the Board's point-of-contact for all questions regarding music copy write laws.
5. Dispatch the Annual Activities Survey by January 15 each year. Secure response from each and every secretariat, in coordination with VPO and Regional Coordinators, for the determination of annual dues and number of eligible voting delegates at the Annual Gathering. Final document will be published in the Annual Gathering binder.
6. Assists the President and Non-Profit/Tax Advisor with staying current of changes in statutes regarding non-profits by reviewing email materials sent from the Minnesota Council of Non-Profits.
7. Based on the information provided by the VPO, VPA and Regional Coordinators, prepares the list of delegates and seats them as the first action of the business meeting portion of the Annual Gathering.
8. Maintain a record copy of all documents created by the previous Secretary. All previous documents will also be given to the Archivist/Historian.
9. In coordination with the President, set up the monthly Board meetings/teleconferences and record the minutes for distribution and filing.
10. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
11. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 15 of each year.

Other Duties:

As assigned by the President

Knowledge, Skills, and Related Gifts:

- Computer skills including word document skills, internet and e-mail
- Good communication skills
- Good time management skills
- Organizational skills
- Good use of grammar/spelling skills

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and needs for meetings.

Extent of Public Contact: low

The Secretary will have frequent contact with Board members but less contact with community members. May need to answer occasional questions from the floor during the business meeting portion of the Annual Gathering. Most duties are done from home and use the Internet (e-mail) for completion.

Physical Demands:

Travel and time commitment for Mid-Year Meeting and the National VdC Annual Gathering. Potential long meeting hours, followed by transcribing, typing, distributing, and correcting minutes.

Position: Treasurer

- Elected by the delegates at a National Lutheran Secretariat (NLS) meeting to serve a two-year term. Renewable by election for a second two-year term
- Serves without compensation
- Accountable to NLS President and the Executive Committee (EC)

Purpose:

The Treasurer is a responsible servant of Jesus Christ who wishes to glorify God by managing the NLS funds and maintaining the financial records.

Essential Functions and Responsibilities:

1. Prays regularly for the leaders of the affiliated secretariats and the members of the NLS Executive Board (EB).
2. Participates as an active member of a Renewal Group
3. Collaborate with the Executive Director to build a fund raising plan as directed by the Executive Committee.
4. Fiduciary responsibility for NLS funds
 - Receive and deposit funds.
 - Record contributions.
 - Record all other deposits.
 - Reconcile accounts - checking, savings and investment.
 - Pay all bills and reimbursements of expenses in a timely fashion.
 - Use compatible software to keep records (currently we use ~~QuickBooks~~).
 - Maintain designated and restricted funds.
 - Prepare quarterly reports (Excel worksheets) and report to the EB.
 - Prepare the records for the fiscal year ending May 31 and provide to the designated agent for reconciliation by July 31.
 - Obtain the records from the NLS Distribution Center and merge with the General Ledger by a journal entry.
 - At the Annual Gathering, review the books of the Distribution Center and records or delegate to the designated agent.
 - Prepare reports for the Annual Gathering and send to the Host Committee in time for inclusion in the binder. Send this as "Preliminary" since the numbers can change during the Gathering. Bring the reports on disk in case adjustments are needed.
 - Present financial reports at the Annual Gathering.
 - Participate in the Mid-Year Meeting and National VdC Annual Gathering.
 - ✓ Mid-year: Present Profit and Loss and Balance Sheet reports, as of the end of the month prior to the meeting. Work with the Host Committee to create a budget for the upcoming National VdC Annual Gathering.
 - ✓ National VdC Annual Gathering: present the fiscal year reports to the gathered delegates; prepare a preliminary budget as a starting point for the Executive Board discussions; bring any other topics to the meeting to discuss or consider; make changes to the preliminary budget so it can be distributed at the Business Meeting on the second day when the budget is presented to the gathered delegates; and participate in a developmental workshop for Finance/Budget at the Annual Gathering as requested.
 - Send emails to all secretariats by February 15 requesting their dues payment for the current fiscal year. Use Regional Coordinators as necessary.
 - Work with the Non-Profit/Tax Advisor to verify, prepare and file necessary government and corporate forms: IRS Tax Report Form 990EZ, Annual Minnesota Corporate Registration, and Annual Minnesota Charities Report.

Other Duties:

Provide an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 15 of each year.

Maintain an accurate and timely manual for this position including a timeline of responsibilities.

As assigned by the NLS President

Supervisory Responsibilities:

Treasurer may engage a financial consultant to handle more technical aspects of accounting, as needed, and has the authority to interact with/utilize additional resources to assist with responsibilities, including the filling of appropriate federal, state and local taxes.

Train and assist in the transition of any future treasurers.

Knowledge, Skills, and Related Gifts:

- Accounting and financial record keeping skills
- Diligence in follow through
- Good time management skills
- Able to create budgets
- Work well with others

Additional Fiscal Responsibility:

An offering is collected at one worship service National Annual Gathering. The EC will discuss and designate the use of these funds.

Physical Demands:

Travel and time commitment for Mid-Year Meeting and Annual Gathering. Check writing.

Position: Executive Director

- Selected from individuals submitting applications by a panel consisting of the current National Lutheran Secretariat (NLS) Executive Director, two previous Executive Committee (EC) members and two current EC members.
- Serves without compensation.
- Accountable to the NLS President and the EC.

Purpose:

The Executive Director is a responsible servant of Jesus Christ who wishes to glorify God by serving Via de Cristo (VdC) and the NLS in coordinating the operations of the organization.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Executive Board (EB) and the NLS affiliated secretariats.
2. Be an active member of a renewal group.
3. The Executive Director, along with the President and Spiritual Director, serve as liaison to other 4th Day Communities and various church bodies to promote the mission and purpose of VdC.
4. Supports the Secretary in the distribution and tabulation of Annual Activities Survey. Verify and support the communications to each L.D. and Regional Coordinator the allotted number of voting delegates for the Annual Gathering by March 15.
5. Verify the submission of statistical reports to the NLS Treasurer for the collection of annual dues.
6. Works under the direction of the Executive Committee (EC), by attending Board meetings and participating in appropriate conference calls to: formulate policy; develop and review short and long term plans; provide reports on various activities; assist the President in planning meeting agendas; serves as an advisory, non-voting member of the EC.
7. As necessary, works with the --- Vice President of Administration on matters associated with the National VdC Annual Gathering --- the Vice President of Outreach to facilitate and assist in those efforts --- the Spiritual Director on matters concerning pastoral issues and functions.
8. Maintains consistent bi-monthly phone conversations with each of the appointed members of the NLS Board for check-in and updates.
9. Maintains duplicates of manuals, educations, liaison and promotional materials in coordination with the Distribution Center Coordinator.
10. Represents the NLS and interprets the philosophy, policies, and procedures to other 4th Day communities, government agencies, and media.
11. Attends VdC and 4th Day community meetings and activities as necessary to ensure coordination and cooperation with these entities.
12. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
13. Work with each Board member to bring suggested updates to each position's manual and discuss with the President by May 30.
14. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 1 of each year.

Other Duties:

As requested by the NLS President.

Knowledge, Skills, and Related Gifts:

- Well versed in method, history, and roots of the movement.
- Servant spirit
- Good organizational skills including the ability to prioritize and motivate/utilize volunteers.
- Good communication and time management skills

- Reasonable office and computer skills
- Modest understand of accounting

Fiscal Responsibility:

Working with the NLS Treasurer, the Executive Director will track and manage the day-to-day NLS budget. The Executive Director will provide appropriate travel expense reports with necessary documentation to the NLS Treasurer.

Extent of Public Contact: Moderate to High

The Executive Director is required to attend the NLS Mid-Year Meeting, National VdC Annual Gathering; and the 4th Day Leaders Forum. If requested by the Vice President of Outreach or the President, the Executive Director will be able to travel to various secretariats as required to facilitate support, guidance and counsel.

Physical Demands:

The Executive Director will be noticeably visible at various and appropriate National Lutheran Church functions. Travel as requested to affiliated secretariats and their communities. And will be in attendance at all Board meetings.

Position: Database Coordinator

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with EC approval.
- Serves without compensation
- Accountable to NLS EC through the Executive Director.

Purpose:

The Database Coordinator is a responsible servant of Jesus Christ who wishes to glorify God by maintaining and safeguarding all NLS essential data. Of particular importance is the correct mailing address and contact information for all people associated with our VdC community.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. Has working knowledge of Access or comparable program and Constant Contact.
4. Works well with detail and keeps database current by entering changes as received.
5. Maintain integrity of information provided by the EC, Regional Coordinators, Annual Gathering Host Committee and individuals.
6. Upon request, will search the database for particular information, send Regional Coordinator's newsletters and generate subset reports.
7. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
8. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year.

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

None

Knowledge, Skills, and Related Gifts:

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and need for meetings.

Working Conditions/Environment:

Must have access to a computer with high speed internet.

Position: Distribution Center Coordinator

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with EC approval.
- Serves without compensation
- Accountable to NLS EC through the Executive Director.

Purpose:

A responsible servant of Jesus Christ who wishes to glorify God by maintaining an inventory and the sale of NLS materials.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS EB and the NLS affiliated Secretariats.
2. Be an active member of a renewal group.
3. Attendance at the Annual Gathering to display and sell NLS resources.
4. Handle orders and distribute items in a timely manner
5. Handle the inventory, receipts, and distribution of all Via de Cristo (VdC) materials *except weekend crosses*.
6. Operate the Distribution Center's own books and checking account.
[The NLS currently uses Quick Books so information can merge easily with the Treasurer's records and allow reports to be presented in an Excel format. Provide accounting reports to the NLS EC at least annually, usually to the Treasurer.]
7. Discuss the need to order or reproduce items with the Executive Director prior to fulfilling requests.
8. Pay all the Distribution Center's invoices.
9. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
10. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year.
11. Participates in Board teleconferences when requested.

Other Duties:

As assigned by the NLS President or Executive Director.

Supervisory Responsibilities:

None

Knowledge, Skills, and Related Gifts:

- Clear understand of various inventory methods
- Understanding of computers and QuickBooks

Fiscal Responsibility:

As defined above

Extent of Public Contact: some

Supply coordinators of member secretariats will make regular contact to purchase materials

Physical Demands:

Travel to National VdC Annual Gathering as well as handling, printing, and shipping the basic inventory.

Working Conditions/Environment:

Through the years extensive materials have been developed by the NLS. The incumbent will need to acquire a good working knowledge of these materials in order to understand requests and make possible recommendations of other material that may be helpful to member secretariats

Position: Non-Profit Compliance/Tax Advisor

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position that is annually reviewed and renewable with mutual consent of the current appointee and the President, as well as the support of the Executive Committee (EC).
- Serves without compensation; however, allowable personal expenses will be reimbursed.
- Accountable to NLS Executive Committee (EC) through the Executive Director.

Purpose:

As a responsible servant of Jesus Christ, this person will support the NLS and affiliated secretariats by keeping these entities informed regarding any/all IRS and/or tax concerns and implications pertaining to these not-for-profit organizations.

Essential Functions and Responsibilities:

1. Pray for members of the NLS Board and affiliated secretariats.
2. Actively participate in a renewal group.
3. If requested by the NLS Treasurer, conduct, prepare and reconcile an annual accounting of all funds received and disbursed by the NLS to be made available to the President, Treasurer and Executive Director by July 31st.
4. Stay current with all non-profit and tax issues relating to NLS.
5. Assist the NLS EC with:
 - Maintaining its Minnesota Not-for-Profit status
 - Filing the organization's annual Tax Form 990
 - Filing the Minnesota Charities Report as required by the MN Attorney General's office
6. When requested, attend the NLS Annual Gathering and meet with members of affiliated secretariats to address IRS, tax, or not-for-profit questions and concerns.
7. Serves as an IRS and tax resource for NLS, affiliated secretariats and fledging communities wishing to affiliate with NLS.
8. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
9. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 1 of each year.

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

None

Knowledge, Skills, and related Gifts:

- Possess a strong working knowledge of, and experience with, not-for-profit accounting/corporate issues/IRS and tax requirements,
- Demonstrate a working knowledge of the ever-changing IRS and tax requirements,
- Demonstrate the ability to work well with others, often in a teaching capacity.

Physical Demands:

- Participate in by-monthly NLS EB conference call meetings.
- Appointee is not expected to attend the annual Mid-Year Meeting or the Annual Gathering unless it is requested by the President.

Position: Archivist/Historian

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with EC approval.
- Serves without compensation
- Accountable to NLS Executive Committee (EC) through the Executive Director.

Purpose:

The Archivist/Historian is a responsible servant of Jesus Christ who wishes to glorify God by maintaining a meaningful archive of historical information and documentation of the Via de Cristo (VdC) as well as other 4th Day ministries including the Cursillo®.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Executive Board (EB) and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. Maintain authentic, historically accurate digital records of Cursillo® and Via de Cristo activity from formation to present.
4. Make recommendations to the Board on items to be acquired and included in the archives.
5. Keep an accurate inventory of all items contained within the archive and provide occasional presentations and/or displays at Annual Gathering.
6. Make historical information available to the EB and Executive Director, as needed.
7. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
8. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the President

Supervisory Responsibilities:

None

Knowledge, Skills, and Related Gifts:

- A working understanding of proper historical methods for accurately maintaining digital and hardcopy records.
- A love of the little appreciated or understood facts.
- A working understanding of the VdC and its relationship to other bodies, e.g., the Church, other 4th Day ministries, the nation, the international community, etc.

Fiscal Responsibility:

Appropriate expenditures / expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and need for meetings.

Extent of Public Contact: Low

Physical Demands:

Patient review and filing

Working Conditions/Environment:

Often the Annual Gathering provides exceptional opportunities to interview people who have had great impact on the VdC ministry. Initiators and molders of the method are asked to make presentations. Every effort should be made to interview and record significant thoughts and comments.

Position: Newsletter Editor

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with Executive Committee (EC) approval.
- Serves without compensation.
- Accountable to National Lutheran Secretariat EC through the Executive Director.

Purpose:

The Newsletter Editor is a responsible servant of Jesus Christ, who wishes to glorify God by developing a newsletter designed to inform and connect the NLS Board and the greater VdC community.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. During the Annual Gathering, work with the Host Committee Communications Team to prepare a daily newsletter.
4. Prepare the NLS newsletter at least quarterly -- to publish what is going on in the communities and keep member secretariats informed.
5. Each July, establish and publish a calendar of authored articles for the newsletter and the assignment of each Board Member and Regional Coordinator.
6. Work with Web Master to publish an email blast of the most current newsletter issue, post on Facebook and post on the NLS web site.
7. Maintain an accurate and timely manual for this position including a timeline of responsibilities.
8. Provide an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

Oversee and work with the Host Committee's Communication Team to produce a daily newsletter at the Annual Gathering.

Knowledge, Skills, and Related Gifts:

- Writing skills and grammar usage.
- Computer skills and understanding of various soft wares to accommodate newsletter creation.
- Able to work long, and possibly late, hours as needed, to publish the daily newsletter at the Annual Gathering.
- Must work well with others - perhaps often in a teaching capacity.

Fiscal Responsibility:

Appointee will submit appropriate travel and meeting expense reports/receipts to the NLS Treasurer in a timely manner, and will also be responsible for a laptop provided by NLS for creating the daily newsletters at the Annual Gathering.

Extent of Public Contact:

Except for working with the Host Committee at the National Via de Cristo Gathering, contact is made through the Conexiones and emails soliciting information for publication.

Physical Demands:

Attend Mid-Year Meeting as requested. Long hours and late hours are possible at the Annual Gathering.

Working Conditions/Environment:

This position requires ongoing flexibility; especially when working with the Host Committee.

Position: Palanca Coordinator

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with Executive Committee (EC) approval.
- Serves without compensation.
- Accountable to NLS EC through the Executive Director.

Purpose:

A responsible servant of Jesus Christ who wishes to glorify God by facilitating the Palanca distribution among member secretariats. The Palanca Coordinator must enjoy communication, work well with email and be willing to keep a calendar of all weekends that are occurring in order to pass on the information.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. Actively work with the Regional Coordinators to update and post lists of weekends held nationally and internationally...both on the website and in the newsletter.
4. Be an available resource to send Palanca to sister ministries.
5. If possible, attend the National Via de Cristo (VdC) Annual Gathering to be a liaison to the Host Palanca Committee.
6. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
7. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the NLS President

Knowledge, Skills, and Related Gifts:

- Follow through and communication skills.
- Understanding of Palanca, letters of Palanca, gifts of love
- Distributing timely, Palanca information to member secretariats
- Fully understand Host Committee Palanca responsibilities and willing to work with Host Committee, as needed, at Annual Gathering.

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and need for meetings.

Extent of Public Contact:

Correspond regularly with secretariat Palanca Coordinators and the Regional Coordinators, and be available to Annual Gathering attendees when possible.

Position: Web Master (Technology Administrator)

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with Executive Committee (EC) approval.
- Serves without compensation
- Accountable to NLS EC through the Executive

Purpose:

A responsible servant of Jesus Christ who wishes to glorify God by developing and maintaining the NLS web site. The administrator, in addition to enjoying the work of web site creation and maintenance, will assist in the development and distribution of Annual Gathering video/audio recordings.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. Maintain all necessary logistics for the NLS web site and Facebook Page.
4. Make timely additions and updates to the NLS web site and Facebook Page.
5. Distribute email blasts and Facebook items as requested after approval of the President or Executive Director.
6. Provide links to as many related sites as reasonable (i.e. member secretariats, Church body web sites, sister ministries, etc.).
7. Provide technical assistance during the Annual Gathering to the Host Committee, Newsletter Editor and the EC.
8. Work with the Newsletter Editor to send e-mail notices when the *Conexiones* is published on the web site.
9. Update the "Locator Page" on the national web site to keep it consistent with the database.
10. Post the latest Board minutes on the NLS web site.
11. Provide creative input as to how to share the extensive library of tapes and videos of past seminars and presentations.
12. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
13. Provides an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

Oversee Host Committee video/audio recording activities and technology.

Knowledge, Skills, and Related Gifts:

- Web site creation and maintenance skills.
- Working knowledge of communication tools necessary to meet NLS needs.

Fiscal Responsibility:

Appropriate expenditures/expense reports or receipts are to be filed with the NLS Treasurer that relate to the position, travel and need for meetings.

Extent of Public Contact:

Typically via email or telephone only.