



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Office for Human
Resources
lutheranworld.org

Open Position in the LWF Communion Office

“Liberated by God’s grace, a communion in Christ living and working together for a just, peaceful, and reconciled world.”

This is the vision statement adopted by the Council of the Lutheran World Federation (LWF) for the LWF strategy 2012 - 2017.

Working for dignity and justice with compassion and commitment, the LWF as a global communion of churches respects diversity, in culture, history, theological understandings, perspectives on moral and ethical questions, and practice of ministry, mission and service, as a richness of God’s creation.

Position: Study Secretary for Lutheran Theology and Practice
Department for Theology and Public Witness

Place of Assignment: Geneva, Switzerland

Starting Date: 1 January 2017

Duration of Contract: Initial contract of 5 years

The Study Secretary for Lutheran Theology and Practice serves as catalyst, organizer and synthesizer of theological dimensions of the work of the LWF. This will include identifying and clarifying Lutheran theological matters that are strategic for the LWF as a global ecclesial communion in its confessional identity, life together and public witness in the world, among them Bible and confessions, worship, theological education, gender justice, public theology, diakonia, religion and development, ecumenical and inter faith relation.

Required qualifications:

- University degree in theology.
- Familiarity with and appreciation for the classical theological disciplines relevant to this position, and particularly with the Lutheran theological tradition.
- Experience in working in an international environment with FBOs, LWF member churches, university, seminary or theological/ ecumenical research institute.
- Experience in grant writing in theological research or projects where religion is one of the key factors.
- Fluent in English, working knowledge of one or two of the other official LWF language (German, French, Spanish) or another language extensively used in LWF work would be an asset.

Candidates for this position require a church endorsement by an LWF member church.

Applications (including motivation letter, detailed curriculum vitae in English, church endorsement and copies of diplomas and work certificates) with the names and e-mail addresses of three references (two professional from present and/or previous employers/supervisors and one character reference) should be sent by **16 September 2016** to:

The Office for Human Resources
The Lutheran World Federation
P.O. Box 2100, 1211 Geneva 2, Switzerland
E-Mail: lwf_hrapplicants@lutheranworld.org



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Position Description	Position Title: Study Secretary for Lutheran Theology and Practice
Date: July 2016	Department: Theology and Public Witness
	Incumbent: Vacant

Direct Supervisor:	Director for Theology and Public Witness
Supervises:	n/a

Salary	
Grade:	16

Work Time	
Work time %	100%
Travel	<input checked="" type="checkbox"/> extensive (more than 20 days/year) <input type="checkbox"/> limited (7 – 19 days/year) <input type="checkbox"/> little (less than 7 days/year) <input type="checkbox"/> none

Content of the position	
Basic purpose	Serves as catalyst, organizer and synthesizer of theological dimensions of the work of the LWF. This will include identifying and clarifying Lutheran theological matters that are strategic for the LWF as a global ecclesial communion in its confessional identity, life together and public witness in the world, among them Bible and confessions, worship, theological education, gender justice, public theology, diakonia, religion and development, ecumenical and inter faith relation.
Basic Position Qualifications	<ul style="list-style-type: none"> • University degree in theology. • Familiarity with and appreciation for the classical theological disciplines relevant to this position, and particularly with the Lutheran theological tradition. • Experience in working in an international environment with FBOs, LWF member churches, university, seminary or theological/ecumenical research institute. • Experience in grant writing in theological research or projects where religion is one of the key factors. • Fluent in English, working knowledge of one or two of the other official LWF language (German, French, Spanish) or another language extensively used in LWF work would be an asset.
Additional Study and Experience	

Years of Experience	Requirement	Desirable
	<input type="checkbox"/> 0 to 2 years <input checked="" type="checkbox"/> 3 to 7 years <input type="checkbox"/> 8 to 12 years <input type="checkbox"/> over 13 years	<input type="checkbox"/> 0 to 2 years <input type="checkbox"/> 3 to 7 years <input checked="" type="checkbox"/> 8 to 12 years <input type="checkbox"/> over 13 years

Language Knowledge	Requirement			Desirable		
	Basic knowledge	Speak and understand	Write and discuss	Basic knowledge	Speak and understand	Write and discuss
English			x			
French				x		
German				x		
Spanish				x		
Other :						

Experience in Supervision	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
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Position Environment and Dimensions	<p>The position is located in LWF Department for Theology and Public Witness. The lead functions of the DTPW within the LWF Geneva located Communion Office are reflecting and elaborating theological dimensions of the communion and to discern and articulate its collective voice. The department is responsible on the LWF study processes relating to Lutheran identity, theological education, gender justice, church in a public space (including advocacy) as well as ecumenical and interfaith relations. The position holder is also expected to work in close cooperation with departments of World Service and Mission and Development to reflect and strengthen the way the communion lives out its diaconal and humanitarian vocation drawing from Lutheran theology.</p> <p>The purpose of the position of Study Secretary is to reflect and express Lutheran perspectives to the issues topical for the church and society in the changing times. This requires collaboration with other units of the LWF Geneva Communion Office and LWF member churches, in identifying topical theological issues and articulating theological foundations and aspects of the work of LWF. Cooperation with LWF member churches worldwide is essential, mainly in the clarification of theological questions and concerns and in issues central to Lutheran identity and life, including advancing theological education.</p> <p>The holder of this position identifies and initiates discourses among theologians from around the world in order to enrich and strengthen the Lutheran communion and its contribution to public witness and service. This position will respond to emerging issues enhance work in trans-contextual theological reflection and to promote the Communion Office cross-departmental cooperation in these issues.</p> <p>The position plays a key role in clarifying and promoting of understanding of the rootedness of LWF's identity and work in Lutheran theology. This requires broad and active sharing of information both within and outside the constituency. Knowledge of non-theological factors, e.g. historical, cultural, social, political, ecumenical and interfaith related factors influencing the life and theological understanding of</p>
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	<p>member churches is crucial. Understanding the challenging content of the Lutheran confessional and theological tradition is essential for successful fostering of the portfolio.</p>
<p>Main duties</p>	<ol style="list-style-type: none"> 1. Monitors emerging theological developments and promotes relevant theological processes within the communion 2. Initiates, plans and conducts theological studies and research and education/training, as well as workshops, seminars and consultations in the area of theology and practice as approved by the LWF Council or as contribution to program activities within the LWF Geneva Communion Office, giving particular attention to issues such as Lutheran identity and theological education, and to the contribution of specifically Lutheran insights to the various areas of church life and social responsibility amidst cultural and political diversity. 3. Writes clearly and accessibly texts and documents, as requested, both for theological audiences and for more general readership. Is fluent in using social media in communicating theological work of LWF. 4. Shows strong commitment and skills for networking and cooperation with all LWF departments, LWF member churches, ecumenical partners, related agencies, universities, seminaries, and other study and research institutes.
<p>Special duties</p>	<p>As may be assigned by the Director.</p>
<p>Major Challenges</p> <p>To ensure within the available human and financial resources that Lutheran theology and practice is reflected and included in the work of LWF Geneva Communion Office and furthers the communion self-understanding among LWF member churches. To develop content and structures supporting theological education within the LWF communion in a way that responses to the various challenges of the field. To communicate the vital role religious and theological literacy with those working in the humanitarian sector, and contribute with the specific Lutheran voice to the religion and development discourse.</p>	