

Who are we and what do we do?

Now that the Montana Synod is fully staffed, we thought you might like to know who does what around the synod office.

Bishop Jessica Crist: The Bishop serves as the synod's pastor. Duties of the Bishop are listed in the Synod's constitution. The Bishop is responsible for the well-being of the entire synod, and for the work of the entire staff. As president of the synod corporation and chief executive and administrative officer, the Bishop is also the chief ecumenical officer, and the point of contact with the Churchwide Organization. Work within the synod includes:

1. administration of the office and of the synod,
2. ordaining, commissioning, consecrating, installing,
3. interpreting the work of the synod and the church
4. crisis intervention and mediation,
5. synod council,
6. ecumenical work.

Pastor John Allen, Associate to the Bishop.

1. mobility process - congregations in need of a rostered leader and and rostered leaders looking for a congregation;
2. Installation of new rostered leaders;
3. First Call Theological Education - a three-year continuing education event for the newly ordained;
4. Candidacy Committee;
5. Point of contact for ministry to military veterans.

Pastor Dave Peters, Associate to the Bishop and Director for Evangelical Mission. Dave works in:

1. Mission Outreach through its Mission Table, in developing a strategic outreach plan, including ministry new starts and renewal work.
2. Mission Interpretation - facilitates the communication of stories of God's active presence in congregations and in people's lives through evangelizing and stewardship ministries.
3. Mission Support - serves as a resource to strengthen the synod, congregations and ministry partners to envision and implement their commitment to evangelical outreach and stewardship in their setting and is responsible for stewardship education and introducing stewardship resources to congregations.
4. Mission Resource - assistances congregations in outreach planning and stewardship.

Susan Hedahl, Executive Assistant. Susan Hedahl's duties include:

1. All paperwork relating to the official Synod Roster, including ordinations, letters of call, disability, address changes, on leave from call, etc.
2. Communications – editor of the monthly synod newsletter, gather articles for the Lutheran Insert; send out weekly prayer e-mails and Bishop updates, updates yearly synod directory and yearbook;
3. web site updates;
4. Synod Council;
5. Maintenance of the Synod office building and grounds;
6. Purchase of supplies, equipment;
7. Collects and maintains the Resource Center and its database;
8. Assembly Coordinator;
9. Financial - drafts synod budget; pays bills and forwards to Region 1 for payment;

Susan Smith, Administrative Assistant. Susan Smith's duties include:

1. Receptionist;
2. Meeting and special events coordinator and registrar;
3. Assembly registrar and display coordinator;
4. Synod Statistician for Parochials and Congregational Information;
5. Opens daily mail;
6. Prepares first class and bulk mailings;

Administrative Tasks/Support for:

7. Candidacy
8. Mobility (Congregational & Rostered)
9. Lay Pastoral Associate training, continuing education, and pulpit supply licenses;
10. Mission Table Outreach
11. FCTE (1st Call Theological Education)
12. Synod webpage updates
13. NRIT Administrative Assistant and event registration.