

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description

Junior High/High School – Dean of Spiritual Life

Adopted: December 3, 2007

Revised: September 20, 2010; August 18, 2014; March 20, 2017

Qualifications:

1. The JHS/HS Dean of Spiritual Life of Illinois Lutheran Schools, Inc. (ILS) must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. It is recommended that he have a minimum of five years experience in public ministry at the high school level with a background in counseling and an aptitude regarding a deeper knowledge of the Bible.
5. It is desirable that he possess a master's degree in theology from Wisconsin Lutheran Seminary or a similar degree.

Accountability:

1. The JHS/HS Dean of Spiritual Life shall be accountable to the ILS Superintendent.
2. He shall serve as an advisory member on the Wellness Committee of the ILS Board of Directors.
3. He shall report and work jointly with the ILS Superintendent, JHS/HS Principal, and the Administrative Deans in the discharge of his duties.

This position description shall be reviewed by the ILS Superintendent in consultation with the ILS Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the JHS/HS Dean of Spiritual Life include, but are not limited to the following:

1. The JHS/HS Dean of Spiritual Life shall be responsible for all aspects of spiritual life and worship of the JHS/HS student body. This includes but is not limited to:
 - a. worship opportunities in the school and working with the ILS Music Director and using other resources in the WELS
 - b. produce and oversee annual devotional schedules
 - c. develop a spiritual theme for the school year
 - d. coordinate all church services held in the school's facilities
 - e. encourage church attendance among the student body
 - f. develop classes or seminars that promote Christian values and priorities among parents and families and in consultation with the Pastors of Trinity and Zion
2. He shall serve as a spiritual counselor to the students of the JHS/HS.
3. He shall schedule and conduct interviews with the Seniors.
4. He shall assist the JHS/HS Dean of Student Life when necessary.
5. He shall share in the various supervisory assignments expected of all staff members.
6. He shall supervise as delegated by the JHS/HS Principal any allocated support staff.
7. The teaching load for the JHS/HS Dean of Spiritual Life shall be no more than 6 classes per semester.
8. The JHS/HS Dean of Spiritual Life may only participate in a co-curricular activity at ILS, at the discretion of the ILS Superintendent and JHS/HS Principal, in order to provide sufficient time and energy toward the duties and responsibilities of this position.
9. The JHS/HS Dean of Student Life will serve as the Second Vice-Principal and carry out the duties and responsibilities of the JHS/HS Principal if for any reason he or the Dean of Student Life is for any reason unable to carry out said duty.
10. The stipend associated with the duties and responsibilities of the JHS/HS Dean of Spiritual Life is \$3,000 annually.