

**St. Paul's Lutheran School**  
**Position Guide for Minister of Religion, Commissioned**  
**Tenured Teacher**

Position Qualifications

The Minister of Religion, Commissioned serving as a tenured teacher is a tenured full time twelve month called Minister of Religion, Commissioned and as such must meet the requirements of called a Minister of Religion, Commissioned as established by the Lutheran Church- Missouri Synod and the constitution of St. Paul's Lutheran Church, Latimer, Iowa. In addition, the tenured teacher must meet and maintain all requirements of the office as defined by the State of Iowa.

The qualified Minister of Religion, Commissioned serving as a full time tenured teacher is expected:

To assume willingly the obligation and the responsibilities of this office as specified in this document or as may be resolved and agreed on periodically;

To perform faithfully all duties of this office in accordance with the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord;

To exemplify the Christian life in all that is done and said, working in concert with all others in order that the ministry of this office may be a blessing to many people, to the church, and especially to the Lord Jesus Christ.

To teach faithfully the Word of God in its truth and purity as set forth in all the symbolic books of the Evangelical Lutheran Church;

To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the Body of Christ at work and to lead others toward Christian maturity;

To show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education;

To exemplify Christian discipleship and witness, to live in Christian unity with the members of the congregation and co-workers, and to seek earnestly the advancement of the kingdom of God at home and abroad.

Organizational Relationships

The Minister of Religion, Commissioned serving as a tenured teacher reports directly to the Principal of St. Paul's Lutheran School. The tenured teacher meets regularly with the Principal, the faculty and any committees of the school as assigned, as well as parent organizations of the school and others as necessary. The tenured teacher accepts at least one extra congregational or school duty besides full time classroom duties.

## Description of Responsibilities

for the full time twelve month Minister of Religion, Commissioned serving as a tenured teacher:

- I. Classroom Instruction Content and Process
  - A. Demonstrate appropriate preparation for classroom instruction.
  - B. Implement a variety of effective teaching techniques
  - C. Provide for individual student differences
  - D. Implement pertinent instructional objectives
  - E. Demonstrate a knowledge of subject matter
  - F. Use a variety of teaching materials
  - G. Use instructional time effectively
  - H. Demonstrate ability to motivate students
  - I. Demonstrate ability to communicate effectively with students
  - J. Provide students with specific evaluative feedback
  - K. Act as a faith facilitator for students
  
- II. Classroom Management
  - A. Organize the classroom environment to encourage learning
  - B. Use Christian principles to manage student behavior in a constructive manner.
  
- III. Extra Duty
  - A. Administers extra duties as assigned
  - B. Assume leadership in specific areas of school and congregational life.
  
- IV. Interpersonal Relationships
  - A. Demonstrates positive Christian interpersonal relationships with students
  - B. Demonstrates positive Christian interpersonal relationships with staff
  - C. Demonstrates positive Christian interpersonal relationships with parents
  - D. Demonstrates positive Christian interpersonal relationships with members, boards and committees of St. Paul's Lutheran Church.
  
- V. Professional Responsibilities
  - A. Keeps teaching certificate valid
  - B. Participates in professional growth activities
  - C. Follows the policies and procedures of the school
  - D. Assumes school responsibilities outside of the classroom

- E. Actively participates in worship as a member of St. Paul's Lutheran Church
- F. Actively participates in Bible study as a member of St. Paul's Lutheran Church
- G. Actively participates in various congregational activities as a member of St. Paul's Lutheran Church