

Campus Pastor (part-time)
Oak Grove Lutheran School
Spring 2025

JOB TITLE: Campus Pastor (part-time)
REPORTS TO: President
REVIEWED: April 2025

PREAMBLE

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

SUMMARY

Oak Grove Lutheran School opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves more than 730 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America (ELCA), the nation's largest Lutheran denomination.

The Campus Pastor, in a part-time role, serves as the spiritual guide for the school, its students, and its faculty and staff. The position is eligible for a call to specialized ministry issued by the Eastern North Dakota Synod of the ELCA.

This position could be combined with a part-time teaching position in Christian Studies (religion) or other discipline at Oak Grove, depending on staffing needs. It also could be combined with a position through a partner ministry in the Fargo-Moorhead area.

APPOINTMENT

This part-time position is designed as a 60%, 10-month appointment. Oak Grove administrators will consider alternatives in the search and call process.

ESSENTIAL DUTIES

The essential duties and responsibilities are reflected in three areas — Worship and Faith Development (30%); Service (20%) and Community (10%).

The Campus Pastor, as a leader, reports to the President.

An individual must be able to perform satisfactorily these essential duties, by focus area:

Worship and Faith Development (30%)

- Plan and schedule worship for students on both campuses;
- Plan with academic leaders the commencement and baccalaureate celebration each year;
- Serve as a resource for Christian Studies instructors;
- Provide pastoral care for students, faculty and staff; and
- Facilitate with student leaders campus ministry functions that may include activities, Bible studies and small groups.

Service (20%)

- Working with students and academic leaders, create and sustain a framework that defines service for students and grade-appropriate activities, in accordance with the school's mission;
- Develop and lead an initiative for service within the school;
- Develop and maintain relationships with service organizations in the area;
- Organize service opportunities for students through local partners; and
- Working with faculty and academic leaders, facilitate service trips beyond Fargo-Moorhead.

Community (10%)

- Participate in administrative functions as a direct report to the President;
- Plan with academic leaders the recognition of Shared Values awards each semester;
- Build and sustain relationships with faith leaders in the Fargo-Moorhead community, starting with peers at Lutheran congregations; and
- Participate in professional opportunities through the Eastern North Dakota Synod and Northwestern Minnesota Synod, such as theological days, study groups and retreats.

The Campus Pastor also is expected to engage a campus ministry advisory committee, in consultation with the President, that includes rostered ministers who understand and support the mission of Oak Grove Lutheran School and the faith and confessions of the ELCA.

QUALIFICATIONS and REQUIREMENTS

Requirements reflect necessary knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required attributes:

- Ordination as Lutheran minister of Word and Sacrament or as Lutheran minister of Word and Service in good standing;
- Experience working with children, youth and/or young adults;
- Excellent verbal, listening and written communication skills;
- A commitment to sustaining an inclusive teaching-learning environment; and
- An understanding and appreciation of the Lutheran faith and Lutheran church history.

Preferred attributes:

- Ordination within ELCA as minister of Word and Sacrament or as minister of Word and Service in good standing;
- Master of divinity degree from accredited seminary recognized by the ELCA;

- Experience working in congregational ministry; and
- Knowledge of the educational environment in North Dakota and Minnesota.

SUPERVISORY RESPONSIBILITIES

None.

OTHER SKILLS and ABILITIES

The Campus Pastor should convey knowledge of current issues in Christianity and an interest in K-12 education trends; must establish and maintain effective working relationships with students, staff and the school community; must communicate clearly; and must perform duties with awareness of all Oak Grove policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, operate a computer, sit, and occasionally to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll/accounting reports. Specific vision abilities required by this job include vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EVALUATION

Job performance is evaluated in accordance with policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

COMPENSATION and BENEFITS

Salary offer will reflect the market, experience, Oak Grove practices and synodical guidelines. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, tuition discount for dependents, lunch on campus and free admission to most athletic events and student

activities. Additionally, Oak Grove faculty, staff and dependents receive tuition discounts at Concordia College in Moorhead. Some benefits will be prorated to reflect 60% appointment.

APPLICATION PROCESS

Candidates should provide a letter of application, a current résumé or curriculum vitae, a copy of credentials for the position, and names and contact information for five professional references to:

Nicky Bogenreif
Human Resources and Payroll Manager
Oak Grove Lutheran School
124 North Terrace
Fargo, ND 58102
nicky.bogenreif@oakgrovelutheran.com

Screening Date: Screening will continue until the position is filled.

Start Date: The selected candidate should be prepared to start in early August.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

PREFERENCE

Preference may be extended to candidates who have relationships with Oak Grove Lutheran School and to candidates who have experience in K-12 education.