



Job Description

Job Title:	Vocational Leadership Co-ordinator
Department:	Community Development – Leadership Development
Reports To:	Community Development Lead
Status:	Exempt Full-time
Prepared By:	Cecilia Eggleston
Prepared Date:	October 2019
Approved By:	Governing Board HR Team
Approved Date:	November 2019
Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	Supporting and resourcing those who are exploring and living out a call to vocational ministry, both laity and clergy, those in pastoral and other ministries, those who are retired.
Essential Duties and Responsibilities	<p>Encourage a culture of sufficiency and generosity</p> <p>Ensure that diversity and inclusion are embedded and measured in our work</p> <p>Work with the Council of Elders to agree requirements for vocational leadership in MCC</p> <p>With colleagues and input from international leadership representatives (formerly OFLD reps), develop appropriate standards for vocational leadership in different geographic locations and ministry positions</p> <p>Oversee and participate in the Readiness for Entering Vocational Ministry retreats (REVM), and select appropriate Faculty members for each REVM</p> <p>Oversee the ordination process for clergy</p> <p>Oversee the training and appointment process for lay pastors</p> <p>Oversee the annual licensing process for clergy</p> <p>Co-ordinate support for those leaders who are retired</p> <p>Co-ordinate support for chaplains and those in AAA ministries beyond pastoring local churches</p> <p>Oversee the existing clergy developments programmes (such as the Lilly Foundation “Thriving in Ministry” programme</p> <p>With the Resource Development Lead, manage reporting on grants and research possibilities for further funding for vocational leaders</p> <p>Work with The Garner Institute to support students</p> <p>Develop links with educational establishments to provide opportunities for sharing MCC’s learning</p>

Marginal Duties	
Supervisory Responsibilities	Supervise the global vocational development reps
Required skills, education and experience	<p>Proven experience in mentoring and developing leaders</p> <p>Experience of working internationally</p> <p>Good understanding of the differing vocational roles within MCC</p> <p>In depth and broad theological education</p> <p>Ability to think flexibly about vocational ministry and meeting the needs of MCC communities</p> <p>Ability to develop and implement high quality, relevant training and development processes</p> <p>Ability to help others to discern their call to vocational ministry</p> <p>Ability to network and build partnerships with other relevant organisations and institutions</p> <p>Fluency in written and spoken English</p> <p>Excellent communication skills</p> <p>Proficiency in Microsoft Office Word, Excel, and PowerPoint</p> <p>Able to prioritise and manage a busy workload</p> <p>Able to comply with MCC policies and procedures</p> <p>Ability to effectively communicate in an office environment in which much interaction occurs through phone, email, messaging, Skype, and virtual meetings</p>
Desirable skills, education and experience	<p>Training as a Spiritual Director</p> <p>Familiarity with Google Docs, Google Drive, Adobe Connect, Constant Contact</p> <p>Basic competency with Salesforce database</p> <p>MCC is an international organisation, so competence in a language other than English is an asset</p>
Personal characteristics	<p>Team Player</p> <p>Has integrity</p> <p>Self motivated</p> <p>Ability to maintain confidentiality</p> <p>Flexibility and positive attitude</p>
Physical Demands	<p>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.</p> <p>While performing the duties of this job, the employee will need to complete the majority of tasks on a computer (PC or Mac). The employee will also need to be able to access internet in a home office.</p> <p>Vision abilities include vision needed to work on a computer, read typed and handwritten notes, received email and messages, access</p>

	<p>Microsoft Office software (software provided) Facebook, Skype, Adobe Connect, Constant Contact and Google Drive.</p> <p>In performance of the duties of this job, the employee may be required to travel occasionally, drive a motor vehicle, and communicate using telephone, email and other systems of communications as needed (i.e. Skype).</p>
Work Environment	<p>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.</p> <p>The employee will work from a home office the majority of 37.5 hours each week. Compensation for mileage is not included in the salary.</p>
Other Important Information	<ul style="list-style-type: none"> ● Full-Time, 37.5 hours per week ● Location: home office, with occasional travel ● Relocation package is not available