Associate Director for Call & Candidacy, Center for Clergy Excellence

Position Description: Part-Time

Purpose:
- To provide for the long-term clergy leadership needs of the Virginia Annual Conference and multiply the ministry of the Center for Clergy Excellence as well as the Board of Ordained Ministry, so that the Conference can expand its capacity to make disciples of Jesus Christ who are lifelong learners and influence others to serve.

Position Information and Requirements:

Deacon or Elder or Associate Member in Full Connection
Lay person with knowledge of the Board of Ordained Ministry’s work and a Bachelor’s Degree (Masters of Divinity not required).

This person serving as Associate Director shall:
- Possess spiritual maturity, good communication skills (including social media savvy and presentation abilities) and outstanding relational skills;
- Have skills to develop meaningful, quality programs, training events, and long-range plans;
- Have a background of demonstrated leadership ability, the ability to work within a collegial style staff and the ability to manage time appropriately.

Primary Responsibilities: To work closely with the Director, to recruit and resource new candidates for ministry in the Virginia Annual Conference, and to work with candidates, mentors, DCOMs and other Conference initiatives regarding call, candidacy & discernment.

Position Objectives:

1. Build up a Culture of Call across the Virginia Annual Conference & Resource Candidates
   - Candidacy Team: Work with the Candidacy team, and other conference leadership in developing and conducting Candidacy Summits, high school, college and other vocational discernment events while connecting the conference with national/regional vocational discernment events and opportunities to reach new people.
   - Call Invitation at Annual Conference: Coordinate the Bishop’s Invitation to respond to a call at Annual Conference and work with the Director to develop other opportunities and resources for people to answer God’s call through and beyond current local faith communities.
   - Calling 21 Internship Program: Work with the Calling 21 Leadership Team to expand and deepen ministry internship opportunities across the Conference.
   - Grants & Loans: Serve as an ex-officio member of and staff liaison to advise about the most effective use of funding for students with high potential and long service.

2. Attention to the shifts in Culture across the Virginia Annual Conference & Connection
   - Collaborate with the Director in fulfilling the mission of the Center for Clergy Excellence to respond to culture shifts and future ministry needs. Part of this work is to be attentive to candidates who come from non-traditional paths or have particular calls to church planting and/or ethnic minority communities in regards to candidacy, licensing and ordination.

3. Resource and Develop the District Committees on Ordained Ministry
   - DCOM responsibilities stated in ¶666 of The Book of Discipline (2016).
   - Train and resource the DCOM for examining candidates for certification and licensing.
   - Oversee training and resourcing for candidacy and license local pastor mentors.
   - Oversee training and support to local S/PPRCs on candidacy process, call to ministry and recruitment of clergy.
4. Collaborate with the Cabinet in their leadership with Lay Supply Orientation
   • Plan and implement the annual orientation for newly assigned Lay Supply ministers.

5. Other duties within the Center for Clergy Excellence
   • Assist with resourcing campus ministries and colleges in connecting students with theological education.
   • Assist with promotion on web and social media platforms.
   • Other duties as assigned by the Director.