



**Church of the Brethren Mission and Ministry Staff
Bethany Theological Seminary Administrative Faculty**

Joint Position Description

Position:	Executive Director, Brethren Academy for Ministerial Leadership
Function:	Oversees certificate programs in ministry education, continuing education for ministers, and educational events focused on leadership development in the Church of the Brethren
Level of approval of position:	Mission and Ministry Board and Bethany Board of Trustees
Level of approval of position description:	Bethany academic dean and Executive Committee of Mission and Ministry Board, in consultation with the Ministry Advisory Council
Recruitment/screening of applicants:	Director of the Office of Ministry; academic dean
Final interviewing and nomination:	Director of the Office of Ministry; academic dean
Approval/Confirmation:	General secretary of the Mission and Ministry Board and the president of Bethany Theological Seminary
Accountability:	Accountable to the director of the Office of Ministry and Bethany's academic dean
Reportability:	Equally reportable to the director of the Office of Ministry and the academic dean, who will jointly conduct an annual review focusing on work objectives, personal objectives, position description, and length of service. The Executive Director will consult regularly with both the director of the Office of Ministry and the academic dean, with the latter serving as immediate supervisor.
Authority:	Exercises authority that has been earned by building trust. Demonstrates a mind-set and a skill set that are aligned with the vision and mission of the Mission and Ministry Board and Bethany Theological Seminary. Applies management techniques that focus on results and enhance the skills and knowledge of those served.

Key Performance Accountabilities

- Coordinates certificate educational programs (EFSM, TRIM, and SeBAH-CoB), orienting and overseeing the training of participants
- Certifies ministry training programs administered by districts (ACTS) and consults with districts in the development of such programs
- Approves continuing education units for ministers at events offered by Bethany Theological Seminary, the denomination and its agencies, and other groups
- Plans and coordinates continuing education events at Bethany's Richmond campus and at other sites throughout the denomination
- Facilitates the participation of certificate and continuing education students in regular courses offered by Bethany Theological Seminary
- Contributes to intercultural leadership development for ethnic congregations in the United States and for other areas, such as Puerto Rico and the Dominican Republic
- Develops educational resources for Academy programs, including bibliographical materials, Spanish-language resources, and courses for distance learning
- Designs and/or coordinates denominational workshops for leadership development in partnership with the various agencies represented by the Ministry Advisory Council
- Works with the Ministry Advisory Council to achieve denominational goals and objectives for ministerial leadership
- Draws upon the resources of the Mission and Ministry Board staff in implementing training programs
- Participates in the collegial work of the Bethany Theological Seminary faculty and the Mission and Ministry Board
- Participates in regular meetings at both Bethany Theological Seminary and the Mission and Ministry Board as requested
- Supervises Academy administrative and support staff
- Responsible for budget development, monitoring, and reporting to both sponsoring institutions
- Teaches in the Academy program and offers occasional courses in the Seminary's graduate level curriculum
- Represents the mission and program of the Academy through a variety of interpretive channels and opportunities
- Seeks to discern the leadership needs of the denomination through the leading of the Holy Spirit

Skills and Knowledge Required

- Well-grounded in Church of the Brethren heritage, theology, and polity
- Able to articulate and operate out of the vision of Bethany Theological Seminary and of the Church of the Brethren Mission and Ministry Board
- Able to relate with integrity and respect within and beyond the organization
- Strong interpersonal skills that contribute to effective interaction
- Knowledgeable and experienced in budget development and management
- Skilled in oral and written communication
- Knowledge and skill in systems theory
- Knowledge and skill in developing educational experiences in ministry training and professional growth opportunities

Experience

- Five years of effective leadership in pastoral ministry
- Ordination and active membership in the Church of the Brethren

Education

- Master of divinity degree or equivalent required
- A record of regular continuing education experiences

Location

Bethany Theological Seminary, Richmond, Indiana.

Terms of employment will be governed by the Bethany Employee Handbook.