



## *Brethren Academy for Ministerial Leadership*

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academy@bethanyseminary.edu or academy@brethren.org

### **POSITION DESCRIPTION**

#### **Coordinator of Spanish-Language Ministry Training Programs**

**Reportable to:** Director, Brethren Academy for Ministerial Leadership

**Description:** The coordinator of Spanish-language ministry training programs will work directly with the director of the Brethren Academy for Ministerial Leadership. The coordinator will communicate and work with liaisons and students from the districts involved in the certificate-level ministry training programs, with the director and faculty provided by the Mennonite Education Agency (our ecumenical partner in the SeBAH program), and with other constituent groups as needed.

**Duties and Tasks** (including but not limited to)

#### Seminario Bíblico Anabautista Hispano-de la Iglesia de los Hermanos (SeBAH-COB)

- Serve as the liaison with the SeBAH-COB district coordinators; copy the Brethren Academy director on communications
- Work with the Mennonite Education Agency's SeBAH director and faculty to schedule classes; copy the Brethren Academy director on communications
- Recruit instructors to teach SeBAH-COB courses in Brethren identity
- Communicate with students to prepare for the courses and during the courses as needed
- Enter completion dates for classes on the transcripts, send transcripts to students electronically, send transcripts to the SeBAH-COB district coordinators, send updated transcripts to the Brethren Academy Office for students' permanent files
- Consult with the appropriate SeBAH-COB coordinator if a student considers withdrawing or withdraws from the program and contact the Brethren Academy director who will contact the executive of that district
- Translate materials (English to Spanish, Spanish to English) for e-mails, letters, etc.
- Consult with the Brethren Academy director regarding financial and policy/procedure issues
- Notify the Brethren Academy Office how many students are in the class so an invoice can be sent to each district for its portion of the program funding

#### Educación para un Ministerio Compartido (EPMC) - en español

- Work with the Brethren Academy staff to further develop this new track
- Develop and/or review resources to be used in learning units
- Work with the pastors who will supervise ministers in training and congregational training groups
- Provide Kickoff Weekends and ongoing administration of congregations enrolled in the program
- Coordinate other programs and resources as appropriate

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### Translation of Anabaptist-Pietist Theological Education Study Materials

- Identify materials for translation
- Support the efforts of the Brethren Academy director in securing funding for translation
- Contract with a professional translator for translation projects
- Proof the translated materials in cooperation with the translator
- Arrange for materials to be prepared and published for use in Brethren Academy courses

### Leadership Development

- While working with the SeBAH-COB and EPMC programs, discern developing leadership for the future of the ministry training programs
- Recommend persons for additional educational opportunities which would lead to ministry training and denominational leadership
- Attend events related to intercultural leadership development, such as Annual Conference insight sessions and meal(s), and denominational intercultural events as agreed upon with the Brethren Academy director
- Involve students in regular evaluation of the programs in which they participate, resulting in needed changes and improvements to the programs

### **Necessary Skills**

- Maintain professionalism
- Relate well to varieties of people and personalities
- Set priorities and follow through on tasks with minimal supervision
- Be flexible in working with additional district or regional groups as needs arise
- Organize records; able to use computer and appropriate programs
- Effectively work with other Academy staff
- Perform other duties as may reasonably be assigned

### **Accountability**

- Engage in synchronous video conversation with the Academy director regularly
- Come to campus as needed
- Participate in regular reviews of the Spanish-language training programs
- Submit working hours via the Paycor timekeeping system
- Submit approved expenses

### **Qualifications and Abilities Required**

- Fluency in Spanish and English, both in oral and written communication
- Experience in the Latino church, either in the United States or abroad
- Completed ministry training through the Church of the Brethren or similar
- Five years of effective leadership in pastoral ministry
- Ability to travel to meet with students and supervisors
- Ability to travel to the Bethany campus several times a year and to the Church of the Brethren General Offices as needed

### **Qualifications Preferred**

- Spanish as a first language
- Ordination in the Church of the Brethren
- Master of divinity degree or equivalent

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Applications will be reviewed upon receipt and will be accepted until the position is filled. Interested candidates should send their resumes, a letter of interest, and contact information for three references by e-mail to

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