



Position Profile

Assistant General Secretary

Division of Ordained Ministry

The successful candidate will provide resources for various forms of pastoral supervision and clergy support systems including mentors, bishops, district superintendents, and pastor-parish relations committees. The incumbent will also provide ongoing support for the conceptualization and implementation of systems of supervision and accountability within The United Methodist Church. The incumbent will have responsibility for directing the development of resources for supervision/accountability and provide resources for Bishops and Cabinets which includes critical writing in the areas of supervision and accountability as it relates to appointive ministry. The Assistant General Secretary will work with church leaders to design and conduct a variety of training workshops on topics of supervision and support systems; assist with formation and positive growth of self-initiated support systems for clergy/families; and handle a majority of the responsibility for the organization of the DS/DCM Orientation event and other gatherings of DS's for training. Additionally, the incumbent will provide resources and consultation for annual conferences regarding the provisional process (mentoring, supervision, accountability). The incumbent will also consult with the Council of Bishops on issues of supervision/accountability and participate in professional and organizational bodies and networks which relate to pastoral supervision and support systems. The Assistant General Secretary, in consultation with the Associate General Secretary, will provide leadership and supervision for the work of the Division of Ordained Ministry and participate in board activities and assignments related to implementation of GBHEM's strategic plan as directed.

Requirements: M. Div degree; ordained elder; minimum five years pastoral ministry; 3-5 years pastoral supervision; 3-4 years with conference boards of ordained ministry; knowledge of the supervisory/support systems for pastors in the UMC; skill in leadership training design; experience in training development and facilitation; experience with supervisory theory and multi-cultural supervision; strong oral and written communication skills; experience in organizational analysis & development, theological articulation, & budgeting; previous supervisory experience; knowledge of supervisory theory; training as a trainer; knowledge of multi-cultural supervision; knowledge of the United Methodist Church structure and polity; computer proficiency with Microsoft Office system. Must be willing and able to travel. Requires relocation to Nashville, TN.

To Apply: Send a letter indicating how your experience, training, gifts and skills equip you for this work. Include a resume and the names of three persons familiar with your ministry.

Send your application packet to:

Human Resources
C/O Recruitment, AGS DOM
GBHEM
P.O. Box 340007
Nashville, TN 37203-0007

Email: hr@gbhem.org
Fax: 615-340-7048

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