



POSITION DESCRIPTION

Position: President, Division of Overseas Ministries and Co-Executive of Global Ministries
Reports to: Division of Overseas Ministries Board of Directors
Location: Indianapolis, Indiana

Primary Function

The President provides leadership for the overseas ministries of the Christian Church (Disciples of Christ) in the US and Canada and is accountable for program development, planning and evaluation and the organizational, financial and personnel management of the Division of Overseas Ministries (DOM). The president is the principal interpreter of the DOM's policies and work to all constituencies inside and outside the Christian Church (Disciples of Christ), as prescribed by the DOM General Principles and Policies (page 25) and is a key leader among the community of leaders in the Christian Church (Disciples of Christ). The president works collegially with the Executive Minister of the Wider Church Ministries (WCM) of the United Church of Christ as co-executive of Global Ministries.

Staff Relationship

The president is the executive administrator of the corporation, accountable to the Board of Directors of the DOM and has direct supervisory responsibilities for all executive/program level staff of the Division of Overseas Ministries and the administrative and support staff of the Office of the President.

Responsibilities

1. Oversees the administration and implementation of policies and tasks defined by the Board of Directors.
2. Serves as co-executive of the Global Ministries of the Christian Church (Disciples of Christ) and United Church of Christ, sharing in the administration and oversight of this common work with the Executive Minister of the WCM.
3. Provides general leadership, planning and coordination for the development and implementation of the mission program of the DOM in consultation with the Executive Minister of WCM.
4. Provides for the management, nurture, and pastoral care of staff to ensure personal and professional growth, equitable compensation, a collegial working environment, and achievement of the goals of DOM.
5. Carries responsibility for wage and salary administration and all other functions related to Human Resources for the Division.

6. Represents the Division of Overseas Ministries in appropriate denominational settings, including the General Cabinet, General Board, Administrative Committee and General Assembly and carries recommendations, resolutions and reports to the appropriate plenary bodies.
7. Participates in ecumenical meetings related to the World Council of Churches and the National Council of Churches in the USA, and as a member of such committees as Church World Service and the General Board of the NCCCUSA, as elected by those bodies.
8. Facilitates the connection of the ministries of the Christian Church (Disciples of Christ) with the global church and the world, and promotes its faithful participation in ecumenical and interfaith communities.
9. Serves as president or vice-president of the United Christian Missionary Society alternating with the president of the Division of Homeland Ministries; participates on the board of Christian Church Services and other committees and duties as required by the position.
10. Supervises the administration and management of the financial resources of DOM; works with the treasurer in preparing the budget and formulating proposals for Basic Mission Finance allocations; and seeks additional resources and endowments through oversight of the Office for Resource Development.
11. Works with the corporation secretary in coordinating the preparation of board meetings, including the preparation of the docket.
12. Makes periodic visits to partner churches and institutions overseas.
13. Is called on frequently to preach in congregations, to speak on mission in a variety of settings including regional assemblies, and to write on mission for publications.

Qualifications

1. Is an ordained minister with standing in the Christian Church (Disciples of Christ) and has demonstrated pastoral skills, and a theological and biblical understanding of mission and overseas ministries.
2. Has a wide vision of the church and its mission; understands DOM's history and context, and is committed to DOM's General Principles and Policies and those of the Common Global Ministries Board of the Christian Church (Disciples of Christ) and United Church of Christ.
3. Has demonstrated administrative, financial, and management skills.
4. Has demonstrated administrative leadership skills, especially in the midst of significant organizational change.
5. Has personal experience with non-North American ways of life, has evidenced global concerns, and is an advocate for the poor and oppressed of the world.
6. Has the ability to communicate well, both with verbal and written skills in English.
7. Possesses skills in another language, or demonstrates an ability and willingness to acquire such skills.
8. Has ecumenical vision and is committed to maintaining relationships with Wider Church Ministries, the National Council of Churches of Christ in the USA, and the World Council of Churches.
9. Has demonstrated experience in working in a diversified context in terms of race, culture, and gender.
10. Has health adequate for the performance of the position.

11. Has the ability and willingness to travel extensively.