



The Office of the General Minister and President

Christian Church (Disciples of Christ) in the United States and Canada

The Office of the General Minister and President of the Christian Church (Disciples of Christ) in the United States and Canada is in search of a Special Assistant to the General Minister and President. Interested candidates should begin the application process by sending their cover and resume to Laura Terry at lterry@pabulumgroup.com by September 25, 2025.

Position: Special Assistant to the General Minister and President

The primary responsibility of this position is to serve as the Special Assistant to the General Minister and President (GMP) of the Christian Church (Disciples of Christ). All duties must be carried out in a prompt and timely manner. The Special Assistant to the GMP must be a highly motivated, self-directed, and organized professional who works to provide the highest level of professional and administrative support to the GMP. The Special Assistant ensures that communication on behalf of the GMP reflects a commitment of service and commitment to the wider Church.

The Special Assistant needs to be able to take initiative and work independently, while also taking direction when needed. Some nights and evenings are required, as is some travel.

Responsibilities include, but are not limited to:

- Manage messages and scheduling requests, always responding promptly.
- Manage all travel arrangements for the GMP, ensuring timely bookings and reservations, including registrations as necessary for conferences and other events for the GMP.
- Complete special projects and assignments as requested.
- Proofread correspondence and presentations.
- Work with OGMP staff to ensure that the GMP has information related to the life of the wider church.

Secretary of the Corporation – the Executive Committee of the General Board confirms the selection of the Secretary of the Corporation. If this employee is chosen, the following responsibilities are included:

- Maintain the appropriate records and minutes of the Corporation.
- Provides documentation of 501(c)3 status to eligible congregations and other ministries.
- Provide necessary support to the moderator team of the General Assembly, and the Senior Staff of the OGMP.
- Manage collection and distribution of business materials for meetings of the Executive Committee, the General Board and business session of General Assembly. This includes

general ministry and regional ministry reports, other business items, resolutions and any supporting documentation needed for these meetings. Work with OGMP staff to ensure materials are available online for these meetings in a timely fashion. Maintain archives of these gatherings, including minutes and accompanying documentation.

Extend hospitality to all who contact the office, including but not limited to:

- Congregations and their staff or members
- Regional Ministers and their staff
- General Ministry partners and their staff
- Ecumenical partners, Global ministry partners, and other Ministries related to the church
- Get to know members of the above groups and build relationships.

General Commission on Ministry (GCOM)

- Provide staff support for GCOM including ministerial standing review.
- Issue GCOM standing cards to ministers with GCOM standing promptly following GCOM meetings.
- Disseminating GCOM information to those ministers certified by GCOM.
- Ensure that the GCOM webpage is up to date with the latest policy and meeting information.

OGMP Team Member

- Participate in OGMP staff meetings and moderator team meetings as called upon.
- Be an active participant in onsite and online staff fellowship opportunities.
- Provide administrative support for other staff as needed.
- Exhibit collaborative spirit and commitment to the effective ministry of the OGMP.
- Reports jointly to the GMP and the Chief of Staff.

Competencies

The ideal candidate will be:

- Self-motivated and able to collaborate with a team
- Excellent with written and verbal communication
- Able to juggle multiple projects at once and problem solve
- Advanced knowledge of the following tools:
 - Microsoft Office Products, including Outlook, Word, and Excel
 - Dropbox

Familiarity with the Christian Church (Disciples of Christ) is helpful but not required.

Position Type/Expected Hours of Work

This is a full-time, hybrid office/work-from-home, salaried position, with an expectation of 40 hours of work per week. Evening and weekend work may be required as job duties demand.

AAP/EEO Statement

OGMP provides equal employment opportunity to all individuals regardless of their race, color,

creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.