

**JOB DESCRIPTION FOR INTERIM GENERAL MINISTER
VIRGINIA COUNCIL OF CHURCHES**

October 2017

POSITION PURPOSE AND CLASSIFICATION

To provide leadership and administration for the Virginia Council of Churches.

This is a full-time, interim, executive position, exempt, with an initial term of employment of 3 years (the interim may be considered for permanent employment).

RESPONSIBLE TO:

The Coordinating Cabinet (and its Steering Committee).

The Executive Committee will set 6-month benchmarks and establish timing for points of evaluation.

GENERAL QUALIFICATIONS/SKILLS

- Ordained minister (with certificate) with the minimum degree of Master of Divinity or equivalent.
- Demonstrated ability to plan, organize, team build and evaluate.
- Demonstrated ability to lead in visioning and mission development.
- Demonstrated ability to do the work of development, fundraising and grant writing.
- Have knowledge of the ecumenical movement and committed to Christian unity.
- Possesses excellent management skills and proven experience in administration.
- Able to travel by car throughout a large state.
- Technologically astute. Ability to utilize and to leverage social media, internet, online conferencing in order to increase council effectiveness, reach a greater audience and reduce expenses.
- Relationally mature. Building and strengthening participation in the Coordinating Cabinet, Council and all committees.

FUNCTIONS AND RESPONSIBILITIES

1. Works with the Coordinating Cabinet and its organizational structure in fulfilling and continuing to define/redefine the mission and purpose of the Virginia Council of Churches.
2. Maintains an active relationship with member judicatories, judicatory executives and seeks new contacts and nurtures relationships with groups not yet involved in the life and work of the council – whether denominational or service oriented.

3. Resources and provides leadership in the area of Faith and Order, promoting opportunities for increased dialogue and joint ministries among the churches in Virginia.
4. Nurtures and encourages closer ties and increased cooperation and communication between the churches that share similar concerns (e.g. peace, justice, ending racism, facilitating conversation around current issues).
5. Represents the interests of the Council and interprets its mission in ecumenical networks and public arenas both in and outside the Commonwealth and publicly addresses issues of broad concern for the office of General Minister.
6. Oversees the commitments of the VCC and evaluates the human and financial costs involved generating funding and administering the financial programs of the VCC, and reaches out to judicatories, congregations, individuals and other sources of financial support to secure funding for the VCC and its mission and programs.
7. Oversees, works with, and supports Council staff; provides for the annual evaluation of all staff; works with the Coordinating Cabinet in organizing and staffing the VCC office and participates in the selection and employment of Council staff.
8. Advocates ecumenical and interfaith education and dialogue throughout the Commonwealth and at every level of church life; provides daily connections as a resource person for judicatories, ecumenical ministries and interfaith groups.
9. Serves as an ex-officio member of the Board of Directors of Rural Family Development.
10. Engages in theological reflection and ecumenical study to nurture the life and mission of the VCC.

SALARY RANGE

Approximately \$60,000, depending upon experience and current salary. Retirement and health care benefits and a continuing education stipend are also provided.

Interested persons should submit a letter and resume to: WinchesterDS@vaumc.org by March 1, 2018.