

**Office of the General Assembly
Presbyterian Church (U.S.A.)
Position Description**

POSITION TITLE: Director of Ecumenical and Interreligious Relations

ENTITY: Office of the General Assembly

GRADE: 21

DEPARTMENT: Office of the Stated Clerk

LOCATION: Louisville

EXEMPT STATUS: Exempt

REVISION DATE: 10/14/2019

BASIC FUNCTION: This position calls for a person with mature faith in Jesus Christ and an enthusiastic commitment to the mission of the Presbyterian Church (U.S.A.) as informed by the Scriptures and the church's confessions and theological positions. It calls for servant leadership with an open and consultative operating style with colleagues in and beyond the Office of the General Assembly, including the ecumenical functions and relationships assigned directly by the Stated Clerk, other entities of the General Assembly, and conciliar bodies (such as the World Council of Churches, the World Communion of Reformed Churches, the National Council of Churches of Christ in the U.S.A.).

Representing the Stated Clerk, the Director serves as the ecumenical officer for the PC(U.S.A.), and works with partners to coordinate the denomination's relationship with other ecumenical bodies and denominations, as well as the denomination's formal relationships with interreligious organizations. The Director fosters broader and more diverse participation in the ecumenical work of the church as efforts continue to dismantle white supremacy, sexism and racism in the PC(U.S.A.) and across the ecumenical movement. The Director also fosters the development of ecumenical leadership among ruling elders. Functioning as the hub of communication, the Director works to keep all stakeholders informed and connected.

REPORTS TO:

The Deputy Stated Clerk of the Office of the General Assembly

SUPERVISES: Provides supervision for, and oversight for the work of, the following positions:

- Manager for Ecumenical Networking and Resource Development
- Program Assistant

BUDGET ACCOUNTABILITY:

\$1.3 million

RESPONSIBILITIES: (The essential responsibilities of the position include, but are not limited to):

1. Contributes to the development of a new ecumenical vision for our church and the churches to which we relate, acknowledging their gifts, enhancing mutual trust and broadening full church fellowship, strengthening the common witness to the one faith and the one God.

2. Prepares and equips the Stated Clerk to participate in ecumenical work as the Head of Communion and chief ecumenical officer of the denomination. Represents the Stated Clerk as directed. Prepares correspondence on behalf of the Stated Clerk as necessary and updates the Stated Clerk regularly on appointments and other correspondence.
3. Represents the PC(U.S.A.)'s stance, polity and Confessions while working with bodies such as the World Council of Churches, the World Communion of Reformed Churches, the National Council of Churches of Christ in the U.S.A., Churches Uniting in Christ, Christian Churches Together, various ecumenical dialogs, and full communion agreements and covenants.
4. Works in partnership with staff from the Presbyterian Mission Agency to provide staff services to the General Assembly Committee on Ecumenical and Interreligious Relations.
5. Coordinates the PC(U.S.A.) formal relationship with appropriate interreligious tables and organizations, while collaborating with the Presbyterian Mission Agency on their work in interreligious relations.
6. Work to further the ecumenical formation of Presbyterian students in seminaries and to assist Presbyterian seminaries in living more fully into the ecumenical culture of theological education.
7. Works with staff across the Office of the General Assembly to ensure that the church's ecumenical vision is understood and informs the overall work of the agency, encouraging OGA staff to look for opportunities to accomplish work in partnership with other denominations. Works with the Presbyterian Mission Agency and other entities of the General Assembly to foster greater understanding and coordination of the church's ecumenical work.
8. In collaboration with the Manager for Ecumenical Networking and Resource Development, provides support for mid councils as they and their churches engage the ecumenical community both locally and regionally, creating a framework for congregations and mid councils to engage one another ecumenically in practical ministry
9. Coordinates the orientation and activities of Ecumenical Advisory Delegates and ecumenical visitors to the biennial General Assembly. Coordinates, in collaboration with GACEIR and in cooperation with OGA staff and the Committee on Local Arrangements, the ecumenical service at the General Assembly.

10. Develops and strengthens relationships with the PC(USA)'s ecumenical delegates, representatives, and participants to dialogs, denominational assemblies, and ecumenical meetings and gatherings. Prepares all participants for their engagement, equips them for leadership, and provide on-going connection.
 11. Coordinates the PC(U.S.A.) efforts toward unity and cooperation with other churches and Christian communions.
 12. Leads the ministry of ecumenical relations by fostering a collaborative and creative environment that aligns with the vision and values of OGA and the mission of the ecumenical relations area.
 13. If eligible, the Director may be elected as an Associate Stated Clerk of the General Assembly, or may be appointed by the Stated Clerk, and confirmed by the Committee on the Office of the Stated Clerk, as an Assistant Stated Clerk of the General Assembly.
 14. Other duties as assigned.
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Education: Advanced degree required; graduate degree from a Presbyterian seminary, or other related graduate degree preferred.

Skills, experience and competencies: A strong Christian faith, a deep commitment to and active ministry in both the Presbyterian Church (U.S.A.), the church ecumenical, and a passion for the gospel are essential qualities for the person to be selected for this position. The position requires a person who is a Teaching Elder or a Ruling Elder in the Presbyterian Church (U.S.A.). Five to seven years' experience in ecumenical service, articulating a vision for the ecumenical work of the General Assembly. Demonstrated ability or capacity to work with those from other faith traditions and to communicate the essential beliefs and practices of the reformed faith and the PC(U.S.A.). Demonstrated ability or capacity for group facilitation and consultative work.

The Office of the General Assembly seeks applicants who value differences and the benefits to be derived from working with a broad range of people. Ability to work in a consultative and collaborative style within and across agencies, councils and governing body lines. Demonstrated cultural proficiency. Ability to effectively manage interpersonal relationships. Fluency in English and excellent communication skills both oral and written. A thorough knowledge of the mission, polity, systems and structure of the Presbyterian Church (U.S.A.). Able to use current technological equipment.

Sensory or Physical Requirements: Ability to sit for extended periods of time. Ability to travel both domestically and internationally to attend meetings, conferences and the biennial General Assembly. Ability to transport computer and other technological equipment.

Desired Qualifications: Fluency in Spanish, Korean, French and/or German.

We have reviewed this position description and believe it to be accurate.

Incumbent's Signature

Date

Supervisor's Signature

Date

The Presbyterian Church (U.S.A.) retains the discretion to add to or change the functions, responsibilities and/or minimum qualifications for this position at any time.

The Office of the General Assembly is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.