



Position Profile

**Assistant General Secretary  
Course of Study/Education**

**Division of Ordained Ministry**

The successful candidate will provide administration for the programs of the Division of Ordained Ministry and share supervisory responsibility with the Associate General Secretary. The incumbent will develop international systems of theological education to provide clergy leaders in all annual/central conferences and emerging churches; consult with the Council of Bishops, Order of Elders, and Boards of Ordained Ministry to help interpret the need for an educated clergy, facilitate *Disciplinary* process questions, and aid in the development of the Order of Elders; manage the ongoing development of the Course of Study program in cooperation with the Course of Study directors and the Division of Ordained Ministry; review the United Methodist Studies program and support and train teachers to maintain the quality of United Methodist Studies programs in non-United Methodist seminaries; and participate in ecumenical dialogues on clergy recruitment and retention to learn from others and to share common concerns. In addition, the incumbent will have assignments related to the implementation of the GBHEM Strategic Plan.

**Requirements:** Master of Divinity; minimum of 3 years experience (preferably 5 years) leading a Course of Study program; minimum of four years on a Conference Board of Ordained Ministry; experience on a district committee preferred; minimum of five years experience serving the local church; knowledge of the UMC structure and ordination process; knowledge of theological education; familiarity with the *Disciplinary* paragraphs related to ordained ministry; at least ten years as a clergy member of an annual conference; at least three years in a supervisory role; strong leadership and management skills; ability to think creatively and problem solve; excellent attention to detail; strong oral and written communication skills; good decision-making skills; willingness and ability to be an “on the job learner” and think strategically; ability to build relationships and form networks; ability to handle multiple tasks simultaneously; ability to communicate and work with colleagues in a team approach. Candidates must be willing and able to travel. Relocation to Nashville, TN, required.

**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 work.

Send your application packet to:

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

Email: [hr@gbhem.org](mailto:hr@gbhem.org)  
Fax: 615-340-7048

**Posted:** July 16, 2009