



Job Description: Ministry Secretary of the General Assembly

NECTAMEN CONSUMEBATUR

Job Title: Ministry Secretary	Office: Central Church Office, Johannesburg
Starting date:	
Reporting to:	General Secretary and accountable to Ministry Committee convenor and members
Main Purpose of the position	As outlined in the Manual of Faith and Order Chapter 17 (and elsewhere where relevant), the Ministry Secretary is responsible through the Ministry Committee for all aspects relating to the selection, training, on-going progress and welfare of students of the ministry and probationers. The Ministry Secretary is also responsible through the Ministry Committee for the functions of the former Ministerial Marriage and Family Care Committee which is now a subcommittee of the Ministry Committee, as outlined in Chapter 5 (5.64 – 5.68) of the Manual of Faith and Order (and elsewhere where relevant).
Key Deliverables:	<ul style="list-style-type: none"> • Select, develop and support students for the Ministry in all training institutions in South Africa, Zimbabwe and Zambia • Plan, coordinate and attend bi-annual Probationer training programs locally and transnationally • Provide pastoral care to all students and probationers through direct interviews, correspondence and telephonic communication • Prepare and manage the annual budget of the Ministry Committee including the disbursement of academic fees, allowance, grants and related matters • Liaise, communicate with (written, telephonically or in person), collaborate with, meet and negotiate with Presbyteries and UPCSA organizations, including being involved with dispute resolution processes and meetings, when acting as representative of the Ministry Committee and its decisions concerning other parties who are in dispute over the decisions or perceived actions and intentions of the Ministry Committee (over the past few years significant time has been spent on such dispute resolution) • Liaise with academic institutions • Coordinate and monitor the Fellowship of Vocation in presbyteries • Supervise Sedibeng House of Studies and staff, serve on Trustees committee • Meet four times annually (one and a half days per meeting) with the Ministry Committee of the General Assembly in order to discuss all relevant matters • Compile the report on the Ministry Committee annually for General Assembly/Executive Commission and attend these • Serve on relevant committees and forums especially relating to the training of students of the ministry within the UPCSA and other denominations • Liaise with training staff at local and transnational Universities

Technical Knowledge, other Skills and Abilities:	<ul style="list-style-type: none"> • Excellent pastoral and communication skills and strong theological background • Excellent knowledge of theoretical and practical skills required for the ordained Ministry of Word and Sacrament in the UCPA • In-depth knowledge of the UCPA Manual of Faith and Order • Very good knowledge of the structures, procedures, processes and courts of the UCPA • Computer literacy especially Word, Outlook and Excel, and good presentation skills e.g. PowerPoint • Excellent written and spoken English • Teaching skills especially during Probationer conferences • Conflict resolution and counselling skills • Very good understanding of and sensitivity towards diverse cultural background of students and structures locally and transnationally • Well-developed event planning and organising skills especially when running annual Selection Conferences • Knowledge of appropriate referral resources for students e.g. trauma counselling, medical specialists, remedial support, marriage counselling • Well-developed general administration skills and the ability to help advise students with financial planning
Behavioural / Soft Competencies, Skills and Abilities:	<ul style="list-style-type: none"> • Excellent pastoral and interpersonal skills • Confidence, good stress tolerance, assertiveness, discernment • Collaborative, good team player, visionary • The ability to identify behavioural problems or at-risk students and take appropriate action • Integrity and discretion (exposed to confidential information) • Resilience to cope with the strenuous emotional and often also physical (endurance) demands of the position especially when having to deal with disputes and conflicts from opposing parties and presbyteries in the denomination who react to alleged and discerned Ministry Committee decisions • Flexibility, openness, patience, good listening skills
Education, Qualification and Experience:	<ul style="list-style-type: none"> • At least five years' experience as an ordained Minister in the UCPA • Managerial experience and ideally experience in similar context or NGO
Working Environment & Travel:	<ul style="list-style-type: none"> • Central Church Office (Tiyo Soga House) as well as fairly extensive travel nationally, transnationally and occasionally internationally
Other Important Information:	
Salary Range:	