


<b>Church or Organization *</b>	Center for Pastoral Formation--FMCUSA at Greenville University
<b>Primary Contact Name</b>	Steve Tungate
<b>Primary Contact Email *</b>	<a href="mailto:steve.tungate@fmcusa.org">steve.tungate@fmcusa.org</a>
<b>Primary Contact Phone</b>	(248) 285-0064

<b>Primary Contact Title</b>	Director
<b>Primary Contact Address</b>	 315 East College Avenue Greenville, IL 62246 United States

## Free Methodist World Ministries Center Job Description

**Job title:** Pastoral Formation Education Coordinator Location:

**Department:** Center for Pastoral Formation Employed by FMCUSA

**Reports to:** Director of the Center for Pastoral Formation Offices at Greenville University

FLSA/Salary Classification: Part-time Date: January 2024

## JOB SUMMARY

The Pastoral Formation Education Coordinator supports the Center for Pastoral Formation (CPF) to develop, offer, and maintain robust educational opportunities for ministerial candidates that will help form them theologically, spiritually, and professionally for ministry service in the Free Methodist Church USA. These educational opportunities are designed to support ministerial candidates working toward ordination credentials and to support clergy in continuing education.

The Pastoral Formation Education Coordinator is responsible for activities listed below as



determined by the Director of the CPF and the Board of Bishops and will coordinate with the CPF Administrator and the appropriate department staff for the fulfillment of these responsibilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- \* Oversees the development and management of online courses:
- \* Oversees course development according to the FMCUSA credentialing process and approved content areas as outlined in the current Book of Discipline, MEG Board Manual, and Mentoring Handbook
- \* Along with CPF Director, recruits, vets, orients, supports, and evaluates credentialing course developers and instructors, specifically for FMCUSA-offered courses
- \* Works with the learning management system (i.e., Pathwright) to develop, maintain, and evaluate FMCUSA-offered courses (including syllabi, textbooks, materials, and other resources)
- \* When courses are developed, the Education Coordinator will do the final editing of the online courses for theological content, pedagogical effectiveness, useability, and appearance
- \* Checks up on student engagement and progress
- \* Works with the director to envision and develop new courses and professional development certificates
- \* With instructors, oversees the enrollment in, learner support during, and completion of all courses offered on learning management system, as well as in-person opportunities

Coordinates educational opportunities for credentialing requirements among AFMEI, JWSF, conferences, and FMCUSA including:

- \* Maintains relationship and works with AFMEI, JWSF, conference, and FMCUSA faculty to continually offer and promote a variety of excellent options for mastery of credentialing content areas
- \* Develops and maintains course content policies and instructor policies to insure graduate-level education for credentialing candidates
- \* Assists with development of competency exams and assessments



- \* Assists with the processing of ordination candidates including:
- \* Assists MEG Boards as requested with assessment of college transcripts
- \* Answers ordination process inquiries, especially as regards education & training
- \* Communicates with candidates and conference personnel, especially as regards education & training
- \* Answers phone calls, emails, correspondence, and promptly follows through
- \* Consistently maintains a positive customer service image and attitude

#### **OTHER DUTIES**

- Represents CPF as needed at various events
- Updates brochures and promotional materials as needed
- Work to share and provide resources with global annual and provisional annual conferences and mission districts as capacity allows
- Other duties and projects as assigned

#### **QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS**

- Masters in Theology, Ministry, Biblical Studies, MDiv or higher in related field preferred
- Demonstrated experience with curriculum, lesson planning, instructional design, assessments and evaluations
- Strong communication, writing, and organizational skills
- Knowledgeable in patiently handling people in a variety of situations, representing the Lord and the FMCUSA with utmost grace and competency
- Strong analytical and technical skills related to cloud-based computer functioning
- Ability to multi-task, work with minimal supervision
- Facility with Microsoft Office products
- Ability to maintain confidentiality
- Strong customer service/people skills, with a willingness to serve
- Comprehension of and facility with Pathwright or similar learning management software



- Familiarity with the Free Methodist Church credentialing process, fluency in Spanish a plus

**PHYSICAL DEMANDS**

Regularly required to talk, hear, see, and use hands and fingers to operate a computer keyboard and telephone.

**WORK ENVIRONMENT**

Regular interaction with other employees and guests. The noise level in the work environment is usually low. Limited travel may be required.

Interested individuals should complete an online application at <https://hr.fmcusa.org/employment> and attach a resume and statement of faith where it is requested.