

**Free Methodist World Ministries Center Job Description**

**Job title: Pastoral Formation Administrator Location:**

**Department: Board of Bishops World Ministries Center,**

**Reports to: Director of the Center for Pastoral Formation Indianapolis**

**FLSA/Salary Classification: Full-Time Exempt Date: February 25, 2021**

**JOB SUMMARY**

The Pastoral Formation Administrator supports the Director of the Center for Pastoral Formation (CPF) in creating an optimal collaborative environment for all stakeholders in the pastoral journey—e. g. ministerial candidates through ordinands, Annual Conference credentialing coordinators and administrative personnel, and World Ministries Center departments that interface with the ordination process and maintenance of pastoral records. Of particular importance is the rollout of new software for all conferences and the digitizing of past, current and future files. Responsibilities will range from administrative and clerical support to technical computer support to customer service and communications support.

The Pastoral Formation Administrator is responsible for activities listed below as determined by the Director of the CPF and the Board of Bishops and will coordinate with the appropriate department staff for the fulfillment of these responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILTIES**

* Coordinates the processing of ordination candidates including:
* assessment of college transcripts
* answering ordination process inquiries
* communicating with candidates and conference personnel
* coordinating new software rollout, training, and troubleshooting
* overseeing conferences’ use of software and process from application to ordination
* Provides content for CPF (aka Credentialing) pages on FMCUSA.org
* Maintains and manages CPF social media accounts
* Oversees data entry for FMCUSA course completion and grades
* Assists with hospitality of CPF events
* Processes scholarships and John Wesley Seminary Foundation grants/loans
* Processes expense reports, credit card payments, reimbursements, payments, billing
* Tracks data and graphs patterns and trends
* Answers phone calls and promptly follows through
* Processes mail and correspondence, email and paper
* 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
* Other duties and projects as assigned

**QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS**

* 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 work with and understand numbers and general finance procedures
* Ability to multi-task, work with minimal supervision
* Facility with Microsoft Office products
* Comprehension of and facility with database management software
* Ability to maintain confidentiality
* Strong customer service/people skills, with a willingness to serve
* Exposure to the Free Methodist Church, the process of higher education, and 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:** [**http://fmcusa.org/hr/employment-application**](http://fmcusa.org/hr/employment-application)

**and attach a resume and statement of faith where it is requested.**