**Our Mission**

Love God. Love People. Make Disciples.

**Our Vision**

To bring wholeness to the world through healthy biblical communities of holy people multiplying disciples, leaders, groups, and churches.

**The Free Methodist Way**

Founded in 1860, the Free Methodist Church was a Spirit-birthed movement that desired to serve the poor and marginalized.  Early Free Methodists spoke out against the institution of slavery and class distinction in the rental of pews to the wealthy.  Part of the holiness movement, these Free Methodist pioneers had a passion for God and for those who did not know God. Within the first generation, missionaries were sent abroad, colleges were founded, and churches were planted beginning in New York State and across the country.

Today the Free Methodist Church USA is a part of the Wesleyan family of denominations.  With approximately 850 churches in the US and a worldwide membership of 1.2 million, Free Methodists are committed to life-giving holiness, love-driven justice, Christ-compelled multiplication, cross-cultural collaboration, and God-given revelation.

LEADERSHIP

Our national leadership team consists of three bishops, elected in July 2019, who oversee ministry in the US and in other countries around the world. Our national Board of Administration is composed of lay and clergy representatives. Twenty-two regional annual conferences are overseen by the area bishop and [conference superintendent](https://fmcusa.org/about/fmc-leaders)s, who oversee pastors and churches. Each of them embodies the gifts and graces of their calling to lead the Church of Jesus Christ. Our new Center for Pastoral Formation is housed at Greenville University in Greenville, Illinois; the new Director will serve in Greenville. The Pastoral Formation Administrator will work out of the World Ministries Center in Indianapolis but also connect with the Center in Greenville and interface with people all over the country and, to some degree, the world.

WORLD MINISTRIES CENTER

The Free Methodist World Ministries Center is a 45,000 square foot building in Indianapolis, with oversight provided by the Chief Operating Officer. Pre-COVID there were roughly 50 staff onsite, although staffing shifts have taken place and the majority of the staff remains remote. The World Ministries Center is in a middle-class suburban neighborhood, but all the Free Methodist local churches around the country minister in differing communities. This Indy hub supports the larger Free Methodist Church body in various capacities, with nearly 2,000 pastors across the country.

Both US and [global](https://fmcusa.org/go-global/fmg) support for the Free Methodist Church takes place at the World Ministries Center - it truly is a hub for ministry partnership!

THE CITY - **INDIANAPOLIS**

Indianapolis, colloquially known as Indy, is the state capital and most populous city of the state of Indiana and the seat of Marion County. According to 2019 estimates from the U.S. Census Bureau, the consolidated population of Indianapolis and Marion County was 886,220.

Indianapolis anchors the 29th largest economic region in the U.S., based primarily on the sectors of finance and insurance, manufacturing, professional and business services, education and health care, government, and wholesale trade. What makes Indy such a splendid place to stop over makes it an even better place to live. Home to one of the world's largest children's museums, as well as professional and college sports teams, universities, and miles of recreational trails, the Circle City has plenty to keep locals entertained. Indianapolis' lively downtown is easily walkable. With so many things to do, Indianapolis allows its residents to experience big city living without much effort.

The metro area includes an array of neighborhoods and suburbs, and many offer their own shopping and entertainment venues.

Indianapolis is often referred to as the Racing Capital of the World thanks to the Indianapolis Motor Speedway. While it's true that Indianapolis has a large number of racing fans, the metro area has worked hard at increasing its cultural value beyond the track. The Indianapolis Cultural Trail, an 8-mile urban-planned pedestrian and bike pathway, connects neighborhoods and cultural districts and offers access to multiple entertainment venues, public art, restaurants, and shops along the way.

The city continues to attract young people with its job opportunities and low cost of living, with the average home price being $175,000 in 2019. Around 40% of metro area residents have a religious affiliation – many of them with the Catholic Church or an evangelical Protestant tradition.

THE OPPORTUNITY

The process of recognizing people who sense God calling them to pursue ordination as an Elder or consecration as a Conference Deacon in the Free Methodist Church begins in every church around the country. The formal process begins by becoming a Local Ministerial Candidate (LMC); next, LMC’s advance to be evaluated by the Ministerial Education and Guidance (MEG) Board of their regional body, the Annual Conference. Each MEG Board is then responsible to exercise spiritual discernment and, if it believes the person should continue the path to ordination, to provide opportunities to interview, coach, mentor and supervise Conference Ministerial Candidates (CMC’s) along their journey. The Center for Pastoral Formation ultimately coordinates the journey in partnership with 22 Annual Conferences.

The Pastoral Formation Administrator is a role which requires wearing many hats and relying on organizational, project management, logistics, and problem-solving skills, often by intuitively understanding what is needed when offered the big picture. A keen sense for distinguishing priorities and asking questions will ensure they are on the same page with the Director of the Center for Pastoral Formation, as focus is deeply needed in this role to manage the multi-faceted work and lead up.

This individual has significant interactions with the regional Conference Superintendents and their teams, as well as Local and Conference Ministerial Candidates who seek guidance for their journey. An opportunity exists in which streamlining processes and coordinating efforts can provide a higher level of support for the entire system.

THE CANDIDATE

This leader will need to represent the Free Methodist Church with excellence, kindness, professionalism, and positivity in both respectful written and verbal communication skills. There will be a need to build excellent working relationships with various departments at the World Ministries Center as well as cultivating relationships and trust with the Director of the Center for Pastoral Formation, the Bishops, the Board of Bishops Executive Administrator, and the COO.

This leader must be an active Christ-follower and committed to a Bible-based local church.  It would be optimal for the person in this role to be familiar with the Free Methodist Church ordination process, but that is not essential. Experience with working in a denominational context would be incredibly valuable.

Project management skills and experience to include multifaceted to-do lists, stakeholder communication, critical thinking and the ability to make calculated decisions would be beneficial. This leader will have the ability to work independently yet seek support when needed. Proactive problem-solving skills with the ability to navigate complexity and vague situations, determine what is required to complete the task and what questions need to be answered.

Strong computer skills, including experience with Microsoft Office products, CRM and/or MS Excel, Raiser's Edge or other software tools, with a keen desire to learn new technology when it may benefit, are essential. This person needs to love details!

POSITION PROFILE

**Pastoral Formation Administrator**

**REPORTS TO:** Director of the Center for Pastoral Formation

**CLASSIFICATION:** Regular Full Time, 40 hours per week, Weekday Office Hours

**LOCATION:** World Ministries Center, Indianapolis, IN

**POSITION OVERVIEW**: We are seeking a joyful Christ-follower to give high-level ministry support to our Director of the Center for Pastoral Formation. This leader requires an others-focused attitude, supporting the Director and the entire system related to the process of identifying and developing pastoral leaders within the denomination. This person should be a confident leader with a high EQ and a deep heart for the work of the Church. He or she must also have strong analytical and computer skills so that full comprehension of the issues can lead to effective communication with all constituents.

**RESPONSIBILITIES:**

* 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