Position Description

Position: Director of Doctor of Ministry Programs

Reports to: Vice President for Academic Affairs

Supervision: Administrative Pool

Collaborate with: DMIN Directors at ACTS Schools; Registrar; Director of Recruitment; Associate Dean for Curriculum and Assessment; Assistant Dean of Student Services

Organization Overview
For 190 years, we have been a progressive leader within the Reformed tradition committed to fostering a community of Christian leadership that serves diverse ministries and congregations in a challenging and complex world. Through academic excellence, critical reflection, and transforming witness, McCormick Theological Seminary uniquely equips excellent Church leaders for faithful, inclusive, and liberating ministries in God’s world.

Position Summary
The primary responsibility of this position combines creative and innovative leadership of the Doctor of Ministry Program. The program provides advanced professional study for pastors and church leaders in a community of mutual learning and teaching. It encourages academically rigorous, cross-cultural, and ecumenical inquiry as it nurtures the gifts of women and men for innovative Christian ministry, through its core values of group learning rooted in context and practice, serious theological reflection, engagement across cultures and traditions, and personal and congregational transformation. Certificate programs build on similar values for similar outcomes in more focused and non-credit bearing formats.

The ideal candidate will have a successful track record of at least five years of creative ministry experience either in a pastoral setting or other institutional context. Strong candidates possess demonstrated effectiveness in ministry, a collegial leadership style, with obvious competence in administration and coordination. As a member of the faculty, candidates will possess the capacity to teach courses, guide the development of research theses, as well as integrate social scientific insights into theology and the practice of ministry.

Responsibilities

Developmental

- Provide creative leadership for the development of DMIN cohorts that meet the changing demands of ministry
- Collaborate with efforts to recruit prospective students into the program with innovative possibilities for ways the degree can enhance their skills in the practice of ministry
- Maintain and expand existing partnerships with denominational and other bodies for the development of new learning tracks
- Envision the expansion of the program into new areas and formats including Certificate programs
• Develop social impact learning outcomes and signature learning with the Associate Dean of Curriculum and Assessment
• Offer at least one course each year that represents core intellectual and ministry focus

Coordination
• Develop three-year plans of course of studies
• Submit material for new course approvals and facilitate the recruitment of teaching faculty for courses
• Work alongside the Registrar to monitor student course registration and matters related to their progress towards graduation
• Schedule preliminary and final oral examinations for students
• Participate in recruitment and admission strategies and conversations

Administration
• Attend faculty meetings and serve on administrative committees as assigned
• Maintain partnership commitments related to the ACTS DMIN in Preaching and the Ecumenical DMIN program
• Implement program assessment aligned with institutional assessment patterns, review, and report findings to the Dean’s Office
• Develop and submit the budget of the department for institutional approval
• Oversee the work of assigned administrative staff

Education and/or Experience
• Minimum working experience of at least five years of demonstrated effectiveness in a ministry context
• Minimum degree requirements consist of a Doctor of Ministry degree. Candidates with PhDs with recent ministry experience will also be considered
• Expertise in coordinating and administering complex systems. Proven skills in research competencies and the development of a thesis
• Experience developing/leading/monitoring multi-cultural communities as well as collegial style of leadership. Demonstrated experience in publication of ministry related material through various formats

Preferred Qualifications
• Degree(s): DMIN degree preferred, though other terminal degrees such as PhD or EdD with proven ministry experience will be considered
• Certification(s): ordination to ministry
• Member in/Experience with pastoral contexts, institutional ministry or other learning context. Familiarity with research mechanics in preparation to lead participants in the development of their theses.

Core Values
• The ability to demonstrate and model cross-cultural and ecumenical competence
• A commitment to integrating social science and other perspectives from pastoral theology into the teaching and core areas of the program
The preference for collaborative and cooperative leadership style to work with both colleagues and participants in the program

**Competencies**
- Demonstrated pastoral creativity and enthusiasm in order to help participants envision new possibilities in their ministry
- Proven administrative and management skills of an integrated team
- Strong personal organizational skills demonstrated through effective planning and scheduling

**Personal Characteristics**
- Orientation to and background of servant leadership
- Passion for MTS’s mission and purpose and ability to communicate this passion to others
- Ability to serve as an advocate and exemplar for the vision, values, and mission of MTS
- Demonstrated strong relational skills

**Type of Work Environment Associated with the Job**
- Indoor, office setting with opportunities for visits with core constituencies