

Free Methodist Church in Canada

Job Description



Title: Senior Director of Leadership Development

Reports To: Bishop

Direct Reports: Credentialing Coordinator, Administrative Assistant to the Director of Leadership Development

Department/Area: Leadership Development

Time Commitment: Full time

Comp Level: B

Purpose Statement

The Director of Leadership Development is one of the senior positions, in addition to the Bishop, which makes up the National Leadership Team (NLT) for The Free Methodist Church in Canada (FMCIC). This position has primary responsibility for shaping a denominational culture that recognizes, disciples, nurtures, and shepherds potential leaders through all stages of growth and incorporation into the movement. This involves creating collaborative groups of FMCIC leaders for passionate investment in Next Gen Ministries (children and teens), proactive recruitment relationships with students and Christian institutions of higher education, guiding potential leaders toward various forms of credentialed and ordained ministries through MEGAP, and coordinating our ministers' transitions into retirement and potential service opportunities in their later years.

Whereas the role of the Senior Director of Church Health & Planting is responsible to work with local church leadership teams (cabinet, delegate, board and staff/leaders), the Senior Director of Leadership Development is responsible to work with our current pastors (pastoral appointments, transitions, conflict, professional development, etc.), the recruitment and development of future pastors, as well as chaplains, missionaries and other ordained leaders.

Responsibilities

The prioritized major responsibilities, percentage of time, key activities and standards of performance for this position are listed below:

1. Leadership Development

Overall Percentage of Time: 70%

Key Activities	Standard of Performance
<p>Encourages and Establishes Future Leaders and a Leadership Development Culture in the FMCIC</p>	<ul style="list-style-type: none"> ● Creates collaborative groups to foster Next Gen (Children and Youth) Ministries. ● Promotes a culture of “ICNU” (“I See In You...”) throughout the FMCIC, partnering with the Holy Spirit, who calls workers for the harvest. ● Promotes “Noticing, Naming and Nurturing the Next Generation” alongside the Women in Leadership Team and the Racial Justice and Ethnic Equity Team. ● Establishes a system of connecting with Free Methodist students at Bible schools and other institutions via pastors and churches in proximity to them or through virtual communications. ● Meets with theological schools to create strategic partnerships and new initiatives. ● Oversees organization of Free Methodist student cohorts at theological schools wherever practical. ● Participates in the Scholarship Committee and communicates the existence of financial support through FMCIC Communications channels. ● Participates in the Chair of Wesley studies committee at Tyndale. ● Liaises with Lorne Park Foundation. ● Develops a comprehensive internship program with the Internship Committee, evaluating FMCIC “Return On Investment.”
<p>Oversees National MEGAP system for New Leaders in conjunction with Credentialing Coordinator</p>	<ul style="list-style-type: none"> ● Leads National MEGAP meeting for regular policy review, orientation and training. ● Oversees tracking process. ● Chairs and participates in all MEGAP interview days with tracking candidates. ● Implements MEGAP point person system. ● Creates special MEGAP teams as needed. ● In conjunction with MEGAP, develops relevant, scholarly, inspiring Foundational Courses. ● Evaluates Foundational Courses.

<p>Oversees National MEGAP system for Existing Leaders in conjunction with Credentialing Coordinator</p>	<ul style="list-style-type: none"> ● Oversees the tracking of all Conference members and reports to BOA and General Conference. ● In conjunction with MEGAP and NLT recommends a professional development track or coaching; ● Maintains regular contact with all of those under special appointment with the FMCIC and oversees the prayer list sent to MEGAP. ● Receives and reviews pastoral performance appraisals. ● Serves as a resource person for the Counseling support funding program. ● Maintains and updates resources for pastors in transition. ● TRANSITIONS: supports Church Health in transitions, especially in working with the PLTF (orientation, guidance, resumes, resolution). ● Helps with placement and follow up of interim and transition pastors.
<p>Supports and resources pastors in conjunction with the Leadership Development Team, NLT and Network Mentors</p>	<ul style="list-style-type: none"> ● Helps plan and lead new pastor orientation. ● Creates resourcing and development events and opportunities through the “Matrix of Support and Accountability.”

2. NLT Participation

Overall Percentage of Time: 30%

Key Activities	Standard of Performance
<p>Planning and Budgeting</p>	<ul style="list-style-type: none"> ● Submits an annual report and updated 3-Year Ministry Plan including a proposed budget to the BOA. ● Participates in all NLT strategic planning and regular check-in meetings and annual NLT retreat (prayer, vision, strategy). ● Meets weekly with Bishop. ● Meets regularly with Senior Director of Church Health to ensure effective and coordinated ministry and interventions. As these two roles overlap, it will require ongoing communication plans.
<p>Represents the FMCIC with respect to Leadership Development</p>	<ul style="list-style-type: none"> ● Participates in other committees as needed. ● Participates in regular communication on

	behalf of departments and NLT. <ul style="list-style-type: none"> • Participates as needed in National events, Pastors Conference, Regional Gatherings, General Conference, etc. • Preaches and provides special services as needed for local churches. • Undertakes “generalist” responsibilities on behalf of the NLT when visiting churches.
Leads by example	<ul style="list-style-type: none"> • Participates in a Network. • Regularly meets with an accountability partner.
Provides feedback to direct reports	<ul style="list-style-type: none"> • Provides regular feedback on an informal basis (3x/year). • Conducts annual performance appraisals

(NOTE: The above responsibilities, key activities & standards of performance will be the basis of any performance appraisals. Also, these may change and/or other duties may be assigned).

Core Competencies

The operationalized core competencies which the employee must demonstrate in order to be effective in this position are listed below:

Core Competency	Operational Competency “What does this look like on the job?”
Leadership	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives. Has the end goal in mind that is purposeful.
Communications – Spoken and Written	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well: able to write clearly and effectively present ideas and to document activities; to read and interpret written information.
Developing People	Coaching people; helping them build capabilities needed now and in the future.
Process Improvement	Developing reliable and sustainable processes that add value to our organization and those we serve.
Conflict Resolution	Able to anticipate, diffuse and resolve disagreements, confrontations, tensions and complaints in a practical and constructive manner to

	achieve results, solve service delivery difficulties, gain acceptance to plans, policy implementation and proposals.
Diagnostician	Able to analyze and determine organizational health and factors that impede organizational health. Able to listen and respond to organizational concerns.

Requirements

Area	Minimum Required	Preferred
Skills	Good Communication skills - both oral and written Demonstrates ability to work in a team Has been involved in the work of FMCIC committees (e.g. has served on MEGAP or BOA)	Outstanding Communication skills and high interest in communicating Demonstrates high emotional intelligence Demonstrates a non-anxious presence
Education	Bachelor's Degree	Master's Degree Basic training in coaching
Experience	5 years of pastoral experience A history of developing and equipping leaders	10 years of lead pastor experience A track record of leading a healthy church or ministry A notable history of developing and equipping leaders
FMCIC Affiliation	Ordained in the FMCIC	
Other	Possesses a strong personal relationship with Jesus Christ Demonstrates a sound history and the highest level of integrity with regard to personal and organizational management. Demonstrates a sound lifestyle, one which is not in conflict in any way with the responsibilities or demands of this type of senior position	

	Has a positive reputation from previous secular or ministry relationships.	
--	--	--

Document Updates

Date	Updates	Version #
2021-11-25	Final draft submitted for approval	0.9
2022-01-24	Approved by Cliff and Marc	1.0
2022-05-09	Changed title and added comp level per BOA approval	1.1
2022-11-23	Adapted from Senior Director of Leadership Development and Church Health per the Bishop's Rationale for NLT Change document	1.2
2024-10-14	Proposed by Bishop Linda	1.3
2024-10-16	Reviewed by Personnel Team	1.4
2024-10-28	Approved by BOA	1.5