

**Common Global Ministries Board
of the
Christian Church (Disciples of Christ) and the United Church of Christ**

POSITION DESCRIPTION

Position: Global Relations Minister, Latin America and Caribbean

Ministry Team: Partner Relations

Reports to: President, Disciples Overseas Ministries (On-site supervisor)

Location: Indianapolis, Indiana

POSITION SUMMARY:

The Global Relations Minister for the Latin America and Caribbean (LAC) region carries the primary responsibility of cultivating and nurturing relationships with partner churches, ecumenical organizations, communities, and others in the LAC region. The minister also provides pastoral care and oversight of mission co-workers assigned to the region, in addition to leading education and advocacy efforts on issues related to the partners in the region representing Disciples of Christ (DOC) and United Church of Christ (UCC). As a member of the Global Ministries staff team based in the national office of DOC, Indianapolis, IN, the Global Relations Minister reports to the Co-Executive and President of the Disciples Overseas Ministries, Christian Church (DOC).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Understand the needs and priorities of the partners and community in the LAC region, and explore/develop opportunities for mutual ministries, including the assignment of mission co-workers, grant allocations, interpretation resources, and other programs and projects.
- Provide specialized knowledge on the work of the LAC office and the religious, socioeconomic, political, and cultural life of the region.
- Interpret partner programs and public issues related to the region to the DOC and UCC constituencies, and other interested persons, through speaking engagements, correspondence, and preparation of printed resources.
- Work with partners, staff, and constituencies to advance regional advocacy priorities. Identify advocacy priorities by working with the Global Advocacy Team and with Resource Development in identifying and raising funds for missional priorities.
- Participate in budget development, administer the budget for the LAC region, and recommend financial support and staffing for global ministry in coordination with global partners and other area ministry offices as appropriate.
- Participate in the interview, selection, and orientation process for all mission co-workers and the staff Program Assistant, as a part of the Mission Personnel Committee and Disciples Overseas Ministries team.
- Administer the appointment of missionary personnel in the region, provide pastoral care, supervise performance, and make recommendations for professional development.
- Represent the Disciples Overseas Ministries and Wider Church Ministries at relevant ecumenical and interfaith organizations, on boards, and foundations in relation to work in the region.

- Maintain effective contacts and communication within the UCC and DOC, both ministries and constituents, on priorities, concerns, and progress related to the region.
- Attend and participate in staff and other UCC and DOC-related meetings, including DOC Regional meetings, annual conference meetings, General Synod, and General Assembly.

REQUIRED MINIMUM QUALIFICATIONS:

- A minimum of a bachelor's degree in a related field of study, such as a theological degree or equivalent experience; an advanced degree in international studies or related field preferred.
- A commitment to and understanding the global Christian mission in its broad range of needs, priorities, and concerns.
- Commitment to and experience within the Christian Church (Disciples of Christ) and United Church of Christ, as well as an understanding of the churches' polities and structures.
- Experience or knowledge of living and working in Latin America and the Caribbean, especially in the life and work of the church.
- Fluency in Spanish, as well as English.
- A commitment to the ecumenical movement and working within specific ecumenical programs and structures such as the National Council of Churches of Christ in the USA and the World Council of Churches.
- Evidence of disciplined Biblical and theological study and ability to articulate and witness to one's faith perspective.
- Competence to navigate complex intercultural, international, and theological issues as they bear upon implementing Christian mission.
- Ability to function and communicate effectively and creatively on a staff team with a wide range of constituencies and partners in this country and overseas.
- Demonstrated excellent written and verbal communication skills.
- Experience in program planning, implementation and evaluation, budget development and administration, and staff supervision.
- Extensive travel is required within the U.S. and LAC region as needed.
- A hybrid office schedule is required for staff with onsite work from the Indianapolis office at least two (2) days a week. Staff will also be expected to live within driving distance of the Disciples Center (10th and Meridian, Indianapolis).

PREFERRED QUALIFICATIONS:

- Membership in the UCC or Christian Church (DOC)
- Fluent in French, Portuguese, and/or other languages spoken in the region.

COVID-19 Update

Protecting the health and safety of our employees is a top priority. Complete COVID-19 vaccination is required for employment (proof of record will be requested during the onboarding process). This job description is not intended to be a complete list of all duties and responsibilities required for the position and is subject to review and change at any time in accordance with the ministry's needs. Since no job description can detail all duties and responsibilities that may be required from time to time in the performance of a position, duties, and responsibilities that may be inherent in a position shall also be considered part of the position holder's responsibility.

Applicants who receive a conditional offer for employment will be required to provide documentation or proof of vaccination status before the first day of employment.

Interested and qualified candidates should submit a cover letter and resume to Viktoria Varnado- Wooten, Executive Assistant to the President, at vwwooten@dom.disciples.org.

Global Ministries is an equal opportunity employer.