

Job Description

Kingswood University

Position Title: Director of Co-Vocational Ministry
Classification: Full-time; 12 months
Responsible To: Vice President for Academic Affairs
Purpose: To assist Kingswood in becoming more effective in serving co-vocational ministers by designing new courses and/or programs, events, and other resources that will promote more people answering a call to co-vocational ministry and better support the needs of those pastors and their congregations.

Responsibilities:

Vocatia Initiative

1. Coordination (10%)

- a. Meet on a regular basis with other Co-Vocational Ministry Faculty Champions to share ideas, align goals and distribute work for the related grant projects
- b. Report on a regular basis to the Grant Project Director

2. Research (20%)

- a. Conduct formal and informal research into the biblical and theological foundations of “vocation” in an ecclesial and missional context
- b. Conduct formal and informal research into the missional strengths and opportunities of co-vocational ministers and their congregations, and the practical problems and needs they face
- c. Share research reports with collaborators and other faculty members

3. Course/Program Creation (50%)

- a. Develop original curriculum for two semester-length, synchronous, master’s level courses designed for co-vocational pastors and those exploring a calling to such ministry; an initial course on the biblical and theological foundations of vocation and tools for discerning calling; and an additional course delving into the practical problems and opportunities of CVM
 - i. Write syllabus
 - ii. Identify existing texts, media, and other resources to be used
 - iii. Work with instructional design team (grant funding is available) to create new videos or other resources to be used
 - iv. Design learning experiences and assessments
 - v. Collaborate with fellow Co-vocational Ministry Champions to teach the class
 - vi. Gather feedback from initial participants and incorporate into future iterations of the classes
- b. Develop original curriculum for two or more micro-courses (6 to 9 sessions designed for certificate level participation) that can be taught synchronously or offered asynchronously addressing a particular aspect of CVM

- i. Write syllabus
 - ii. Identify or create learning resources; work with instructional design team (grant funding is available) to ensure asynchronous version is interactive and participatory
 - iii. Design learning experiences and assessments
 - iv. Collaborate with fellow Co-vocational Ministry Champions to teach the class
 - v. Gather feedback from initial participants and incorporate into future iterations of the classes
- 4. **Event Planning (20%)**
 - a. Collaborate to plan and execute major national conferences to raise awareness of Co-Vocational Ministry
 - i. Identify and recruit plenary speakers and develop content outlines
 - ii. Create or assist with the creation of breakout workshops
 - iii. Develop the participant experience (music, materials, activities, etc.)
 - iv. Assist with event marketing and communication plan
 - v. Assist with event logistics and hospitality plan
 - b. Collaborate to plan and execute regional and/or local gatherings to serve the needs of co-vocational ministers and connect them into networks together
 - i. Identify or serve as plenary speakers and develop content outlines and presentations
 - ii. Create or assist with the creation of breakout workshops
 - iii. Assist with event marketing, logistics and hospitality plans
 - iv. Create a structure and plan for ongoing networking between CVMs

Faculty

- Teach one to two courses per semester within areas of competency, as workload allows.
- Provide guidance, support, counsel, mentoring, and friendship to students.
- Actively recruit students to Kingswood in cooperation with the Enrolment Department.
- Assist in student success and retention.
- View the position as a ministry including investing in all students in their Christian walk as opportunities arise in the fulfillment of responsibilities.
- Faithfully attend chapel, faculty and staff meetings, and in-service events.
- Perform other duties as are necessary for the ongoing spiritual life of the University, as requested by the VPAA.

Qualifications:

- A minimum of a master's degree in a related field.
- Demonstrated proficiency in formal and informal research methods.
- Demonstrated proficiency in course development outside of the traditional education models.
- An excellent communicator, able to teach and model sound pedagogy utilizing multiple formats, and an ability to marry theory and praxis inside and outside the classroom.
- Ability to plan, develop, and executive formal and informal training events for other faculty.

- An understanding of and ability to communicate Christian values and beliefs to students.
- A strong commitment to the Wesleyan-Arminian theological perspective and to a Christ-centered approach to education for transformation.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned by The Wesleyan Church of North America. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

Dr. Allen Lee
 Vice President for Academic Affairs
 Email: leea@kingswood.edu
 Kingswood University
 26 Western Street.
 Sussex, NB E4E 1E6