Position Description

Director of Vocational Formation
CALVIN THEOLOGICAL SEMINARY

The Director of Vocational Formation is a catalytic team member on the faculty and in the wider community who holds faculty status without rank. The emphasis in this position is on helping students discern their calling, forming students for ministry in various contexts, and networking in order to assist students in finding internships and post-graduation placements. The person filling this position is expected to begin his/her responsibilities between July 1, 2015, and July 1, 2016.

Personal Qualifications (Character)
The Director of Vocational Formation shall:

1. Be a godly person, prayerful and persistent in following Jesus Christ, exhibiting fruits of the Spirit and other Christ-likenesses including Christian wisdom, honesty, and humility.

2. Be committed to the Scriptures as God’s infallible revelation, well-informed in the history of Reformed thought, committed to the Reformed Confessions, and diligent in promoting and defending Reformed Christianity.

3. Be virtuous in teaching: humble, enthusiastic, honest, curious, compassionate, encouraging, hopeful; generous in offering time and skills to students and colleagues; respectful of others, including persons of both genders and of various cultures and ethnicities.

4. Be virtuous in scholarship: clear, persistent, truthful, curious, and charitable toward those with whom one disagrees; teachable in being self-aware of strengths and weaknesses, accountable, willing to change and grow.

5. Be willing to become a member of the Christian Reformed Church (if not already a member).

Academic and Professional Qualifications
The Director of Vocational Formation shall:

1. Be a deeply biblical and learned person, with a broad liberal arts education and Reformed theological training. An advanced degree is desirable but not required.

2. Have experience mentoring others plus demonstrated history and eagerness to engage in cross-cultural relationships.

3. Possess the administrative and managerial skills needed to direct the Mentored Ministries office at Calvin Seminary, including ability to communicate clearly and accurately.

4. Be acquainted with the life of the Christian church in the world today and broadly familiar with major trends in ministry, in the church, and in society.

5. Have pastoral gifts and ministry experience that have been affirmed by the church in congregational or cross-cultural settings.

6. Ordinarily be ordained or be willing to be ordained in the Christian Reformed Church.

The Calvin Seminary Faculty Handbook’s statement of requirements for faculty members
Responsibilities and Tasks
The Director of Vocational Formation shall:

1. Be a key leader in the process of forming students for ministry by helping students discern their calling; bridging faculty, students, the dean of students office, and ministerial candidacy functions; networking both within and outside the Christian Reformed Church in order to find internships for students; serving as a resource for post-graduation placements both within and outside the Christian Reformed Church for students in all master’s programs.

2. Direct the Vocational Formation program, including mentoring groups, vocational mentoring, internships, student preaching assignments, liaison with Christian Reformed Church ministerial Candidacy Committee, and the ministerial candidacy process.

3. Provide appropriate orientation to students, mentoring group leaders, and vocational mentors.

4. Serve as Chair of the Vocational Formation Committee; serve on the Candidacy Committee, Committee on Curriculum and Pedagogy, and Committee on Church Relations; administer the license to exhort program; and assist the Director of Candidacy in administering and implementing the Ecclesiastical Program for Ministerial Candidacy.

5. Hold faculty status without rank, vote on all matters other than faculty appointments, and participate in normal faculty responsibilities, including serving on committees and attending faculty meetings, convocation, commencement, chapel services, and seminary community events throughout the year.

6. If suitably trained, and as workload permits, teach some core, elective, and/or independent study courses (including through online learning) in the master’s programs.

7. Participate in conferences, workshops, retreats, and consultations—all as professional obligations warrant and allow—and provide advice to ecclesiastical assemblies, congregations, and agencies, particularly in the light of challenges faced by congregations of various cultural backgrounds and nationalities.

8. Engage students, the church, the academy, and the wider culture through writing, preaching, and teaching (including adult education, continuing education seminars, and workshops in the church and community).

Physical Demands/Work Environment
The physical demands of this position do not extend beyond sitting and occasional standing, walking, and reaching. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions.

06/08/2015