

Susquehanna Valley Ministry Center is now accepting applications for the position of Director.

The Director of the Susquehanna Valley Ministry Center is responsible for overseeing the educational programs of SVMC, including the approved Church of the Brethren ACTS ministerial training program and relevant TRIM courses, and for arranging Continuing Education events for the five supporting districts (Atlantic Northeast, Mid-Atlantic, Middle PA, Southern PA, and Western PA).

This position includes collaboration with staff of the Brethren Academy for Ministerial Leadership in course scheduling, guiding students to the appropriate educational track, and directing fund-raising and budget management. The director also works with leadership at Bethany Theological Seminary regarding continuing education opportunities and perspectives on ministerial training.

The Director is reportable and accountable to the Governing Board of SVMC.

This is anticipated to be a full-time position requiring 40 hours per week. Other duties may be assigned as needed.

Qualifications:

- Master's degree in related field preferred.
 - Successful completion of educational track that leads to ordination in the Church of the Brethren.
 - Expertise in skills relevant to administration and organizational management, with a collaborative approach
 - Experience in pastoral ministry
 - Expertise in skills relevant for teaching and research
 - Ability to direct fundraising and manage budgets
 - Ability to maintain confidentiality
 - Relates well to people
 - Membership in and familiarity with the Church of the Brethren
 - Ordination in Church of the Brethren preferred
 - Support for the mission and work of SVMC
1. Develop the education programs of Susquehanna Valley Ministry Center, including:
 - a. Prepare the SVMC academic calendar including TRIM courses, ACTS courses, and Continuing Education events.
 - b. Collaborate with District Executives of partner districts regarding ACTS courses, Ministry Formation, and Supervised Ministry.
 - c. Collaborate with Director of Brethren Academy for Ministerial Leadership and Coordinator of English-Language Ministry Training Programs in scheduling TRIM courses on Brethren History, Church Polity, and Leadership.
 - d. Collaborate with the Academic Dean of Bethany Theological Seminary in scheduling Bethany faculty to present Continuing Education events.

- e. Channel students to appropriate educational track.
 - f. Assist all partner districts in advising students on educational programs.
 - g. Stay current with technological developments in education.
2. Provide the administration of Susquehanna Valley Ministry Center, including:
- a. Develop and maintain good relationship with partners: the five supporting Church of the Brethren Districts (Atlantic Northeast, Middle PA, Mid-Atlantic, Southern PA, and Western PA); Brethren Academy for Ministerial Leadership; Bethany Theological Seminary; Elizabethtown College; and Juniata College.
 - b. Prepare report for Bethany Theological Seminary Board of Trustees, as requested by Bethany's Academic Dean.
 - c. Attend or assure presence at District Conferences of partnering districts.
 - d. Attend or assure presence at Church of the Brethren Annual Conference.
 - e. Provide strategic leadership to SVMC's Governing Board, Executive Committee, and staff in matters such as: relationships with partnering agencies, envisioning for the future, financial support for SVMC, and educational programs.
 - f. Envision ways to promote the visibility and vitality of SVMC.
 - g. Direct fundraising and budget management.
 - h. Supervise, work collaboratively with, and evaluate SVMC staff, especially the Program Coordinator, with concern for their personal and professional development.
 - i. Plan for personal and professional development.

This position entails remote work. Residency within the five partner Districts is required (Western PA, Middle PA, Southern PA, Atlantic Northeast, and Mid-Atlantic). Travel to the Elizabethtown office, District Conferences, Annual Conference, and continuing education events is required. It is important that candidates be familiar with Zoom, online learning, and Microsoft Office.

Application review will begin immediately and will continue until December 15, 2024, with the successful candidate to begin on or before April 1, 2025.

To apply the following required items (letter of application, resume, and names and contact information for three references) are to be sent via email to SVMCsearch@gmail.com.

Background checks will be required prior to employment.

<https://www.etown.edu/programs/svmc/index.aspx>