

The Canadian Council of Churches is seeking an individual to fill the role of General Secretary on a full-time basis (35 hrs/week) for a 5-year renewable term.

- Job Number: 18-CCC
- Opening Date: February 1, 2018
- Closing Date: March 15, 2018
- Anticipated Start Date: July 1, 2018

General Secretary

The Canadian Council of Churches is the broadest and most inclusive ecumenical body in the world, now representing 25 denominations of Anglican; Evangelical; Free Church; Eastern Orthodox and Oriental Orthodox; Protestant; and Catholic traditions. Together it represents more than 85% of the Christians in Canada. The Canadian Council of Churches was founded in 1944.

The General Secretary is the senior executive officer of the Council responsible to the Governing Board through the Executive Committee for the articulation and implementation of the vision, direction and priorities of the Council, including its operating division Project Ploughshares, commissions and reference groups.

The General Secretary will facilitate the work of the Council as a forum of the member denominations and offer theologically informed and flexible leadership. They are responsible for strengthening relationships among the member denominations and with other Christian churches and religious bodies in Canada.

The Executive of the Governing Board supervises this role. The President, a Vice President and a member of the Personnel Committee, will conduct regular performance reviews.

- Operations: The General Secretary will ensure the implementation of the mission and vision of the Council. They will regularly manage and review programs in light of the mission, vision and strategic plan of the Council and determine staffing allocations for the work of the Council. The General Secretary will supervise and conduct annual review of the Executive Director of Project Ploughshares and is accountable for the supervision and the conduct of annual reviews of the Toronto- and Waterloo-based Council staff team ensuring that the work and programs of the Council are administered effectively.* They will have oversight of the financial management of the Council and the donor development and fund-raising efforts of the Council. The General Secretary will ensure the Council is in compliance with all applicable regulations.

**Details of personnel relations between Project Ploughshares and the rest of the Council have not yet been approved and are subject to review.*

- Governance: The General Secretary will ensure the implementation of the mission and vision of the Council as determined by the Governing Board. With the Governing Board and its Executive, they will develop strategic plans and undertake governance reviews. They will recommend to the Executive Committee operating policies and procedures. They will regularly report to the Governing Board and its Executive on the over-all progress of the Council and provide an annual report to the Governing Board Spring Meeting. They will prepare dockets for meetings of the Assembly, the Governing Board and the Executive Committee.

- Relationships: They will facilitate relations with and among the member denominations by assisting the denominations to meet together as forum for discussion and reflection, assisting the denominations in ecumenical presence and action, when requested, and raising up the gospel call to unity. They will ensure that appropriate relationships are maintained with other ecumenical and interfaith organizations, internationally, nationally, regionally and locally (including but not exclusive of regional ecumenical bodies and theological colleges). They will represent and promote the work and goals of the Council when invited to member churches and identify and encourage the formation of younger generations of Canadian ecumenical leadership regionally and nationally. With the President, they will be the principal interpreter and spokesperson of the Council. Ensure that information on the Council's activities and those of its members is readily available through the Council's website and electronic media. They will also liaise with global ecumenical bodies.

The position works from The Canadian Council of Churches office located in Toronto, Ontario under normal office working conditions. Attendance at occasional evening and weekend meetings may be required. Some travel within Canada is required.

We are anticipating that interviews will be held in April 2018.

Qualifications

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate level of theological education, or equivalent, and knowledge of church systems (polity) in Canada;
- Leadership experience in the ecumenical landscape;
- Understanding of and commitment to The Canadian Council of Churches as a Forum of churches and to the goals of ecumenism;
- An ability to encourage and articulate vision, and give leadership in the Council in the context of accountability to the Governing Board through the Executive;
- A member in good standing of a Canadian Council of Churches member denomination;
- Sensitivity to Canadian cultural issues and concerns;
- Well-developed analytical, negotiation, consultative and listening skills;
- Demonstrated communication skills (oral and written) and experience with public and social media;
- Ability to lead, develop and coordinate dispersed staff team, students and volunteers;
- Commitment to proficiency in both official languages;
- Availability to travel as necessary.

Compensation

Salary will be based on skills and experience, within the annual salary range of \$86,000 – \$93,000 (\$7,166.67 – \$7,750.00 per month).

How to Apply

Interested applicants are invited to submit their resume, quoting the job number to:

- A. Hall
Chair, Personnel Committee, The Canadian Council of Churches
E-mail: apps6@united-church.ca