

Position description

Principal, Knox Centre for Ministry and Leadership

July 2022

THE CHURCH

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known. The Presbyterian Church has been in New Zealand more than 160 years, and today we face an environment as challenging as that faced by the early settlers in 1840. We have a strategy that recognises that our society has changed, and we have to change with it while retaining our belief in the transforming power of Christ.

VALUES OF THE NATIONAL SERVICE TEAM OF THE PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

In a Spirit of Aroha

- Christian
- Whānau
- Innovative
- Collaboration
- Quality

Christian: We strive to be encouraging and compassionate. We work with integrity and care for God's creation

Whānau: We are one team, on the same page, and can work in an environment of respect and truth.

Innovative: We endeavour to look forward, to be agile, responsive, and flexible.

Collaboration: We achieve more by working together and by communicating with clarity.

Quality: We deliver the very best, holding ourselves accountable for our results.

PRIMARY FUNCTION

The Knox Centre for Ministry and Leadership ([KCML](#)) is part of the Presbyterian Church of Aotearoa New Zealand and was established in 2007. The Knox Centre continues the Presbyterian Church of Aotearoa New Zealand's commitment, tradition and practice of training and forming ministers and leaders since 1877. The Knox Centre is located within Knox College, in Dunedin.

Its primary purpose is to form ministers and leaders for service in the Presbyterian Church of Aotearoa New Zealand and partner churches. We work in partnership with a variety of groups and relationships – including Te Aka Puaho, presbyteries, Presbyterian Youth Ministries (PYM),

Presbyterian Children and Families Ministry (PCFM), and local congregations – to serve a cross-cultural church in a bicultural context.

As well as training people for National Ordained Ministry, the Knox Centre for Ministry and Leadership also provides training advice and guidance for Local Ordained Ministers, Local Shared Ministry and other recognised ministries in the Church. KCML supports presbyteries and congregations in their leadership development and helps resource continuing ministry formation among the Presbyterian Church's ministers and elders.

Te tūnga | The role

RESPONSIBILITIES

To lead the Knox Centre that has been charged with the responsibility for equipping men and women for ministry and leadership in the Presbyterian Church and partner churches.

The KCML Principal is accountable to the Church through the Council of Assembly in the stewardship of the resources entrusted to it, through the Assembly Executive Secretary. The principal reports to the Assembly Executive Secretary (in an employment capacity) and the governance of the Knox Centre is exercised through the Leadership Sub-committee (LSC) of the Council of Assembly. (For more details see Chapter 9 of the Supplementary Provisions of the [Book of Order](#).)

TEAM LEADERSHIP

The principal leads a team that includes

- Dunedin-based and other centre-based teaching staff
- Registrar
- Ministry Development Plan/National Assessment Workgroup administrator
- Adjunct teaching staff

In addition, the KCML Principal is a member of the Assembly Office Core Leadership Team

TEACHING AND TRAINING

The principal will lead and be part of the Knox Centre staff as they continually develop and implement programmes for ministry formation, leadership development, continuing professional development, and ongoing support for ministers, elders and other leaders and recognised ministries in the Church. The principal will ensure the provision of a wide range of learning, training and formational opportunities.

RELATIONSHIP MANAGEMENT - PEOPLE

The principal will work closely with:

- Knox Centre for Ministry and Leadership Advisory Board - appointed by the Leadership Sub-committee - which provides advisory support to the principal in the management of the Knox Centre.
- Senatus (the teaching and administrative staff of the Knox Centre for Ministry and Leadership together with two other persons by decision of the Advisory Board).
- Council of Assembly, Leadership Sub-committee, National Assessment Work Group, Introduction Work Group, Personnel Work Group and other committees and work groups of the national Church as needed.
- Moderator Te Aka Puaho and Te Ahorangi o te Wananga a Rangi.
- Assembly Service Team.
- Theological Foundation Study Students, Nationally Ordained Ministry interns, and Locally Ordained Ministry Probationers.
- Presbytery Candidate Convenors.
- Presbytery Executive Officers.
- Ministers.

RELATIONSHIP MANAGEMENT - INSTATUTIONAL

The principal will manage wider relationships that include:

- Te Aka Puaho.
- Synod of Otago and Southland.
- Presbyteries.
- Congregations.
- Presbyterian Research Centre (comprising Hewitson Library and Presbyterian Archives).
- Knox College and Salmond College.
- Presbyterian Church Schools.
- Otago University's Theology Programme, and other providers of foundational theological studies, including Laidlaw College and Carey Baptist College.
- New Zealand Association of Theological Schools (NZATS) and Australian and New Zealand Association of Theological Schools (ANZATS), and Australia and New Zealand Association of Theological Field Education (ANZATFE).
- Overseas institutions that are committed to tasks of theological education, ministry formation and leadership development and which have an historic and/or strategic

connection with the Presbyterian Church of Aotearoa New Zealand – e.g., Pacific Theological College (Fiji), Talua Ministry Training Centre (Vanuatu) and theological seminaries associated with Presbyterian Church of the Republic of Korea and Presbyterian Church of Korea in Korea.

FINANCIAL AUTHORITIES

Delegated final authority as applicable to the role.

Budget responsibility includes:

- Develop and manage the Knox Centre budget as authorised by the Council of Assembly.
- Administer and manage funds under Senatus's responsibility.

OTHER AUTHORITIES

The Presbyterian Church has policies on a wide range of matters that the principal is expected to comply with. In doing so, they will exercise judgement in the light of the policy framework in which they are working.

Key Accountabilities

Principal Accountabilities	Key Result Areas
Key Objectives	End Results
<p>1. Provide leadership to the Church in fields of ministry training, leadership development and theology</p>	<ul style="list-style-type: none"> • Lead KCML as it continually develops and implements programmes for ministry formation, leadership development, continuing professional development, and ongoing support for ministers, elders and other leaders and recognised ministries in the Church. • Ensure the effectiveness and excellence of the NOM internship programme. • Ensure support for LOM Probationer and Local Shared Ministry training and formation in consultation with Presbyteries. • Ensure the Ministry Development Plan (MDP) process is effectively managed. • Ensure emerging themes and training needs from MDP is responded to. • Facilitate Receptions Courses for received ministers from other denominations. • Keep abreast of developments in theological education, ministry formation and leadership development, and implement as appropriate. • Develop online training and teaching presence/options. • Contribute to theological teaching, reflection and conversation within the PCANZ and beyond. • Strengthen links with other institutions that are committed to tasks of theological education, ministry formation and leadership development and which have an historic and/or strategic connection with the PCANZ.
<p>2. Lead and develop KCML as an organisation</p>	<ul style="list-style-type: none"> • Work with the Advisory Board and other appropriate bodies within PCANZ to adopt formational and educational outcomes and processes that serve the Church's needs and strategic directions. • Develop and maintain an ethos within KCML that is supportive of spiritual growth, learning, mutual respect, open and honest communication and cooperation. • Build and communicate a profile for KCML that engages with, and is responsive to, the breadth of the Church – theologically, ethnically and culturally – and contribute to its effectiveness in mission.
<p>3. Ensure effective delivery of programmes</p>	<ul style="list-style-type: none"> • Provide a wide range of learning, training and formational opportunities within the PCANZ, ensure they are run well, and provide appropriate feedback loops that can inform future developments. • Undertake and facilitate teaching and research. • Work in collaboration with other theological providers and training establishments as appropriate.

4. Team leadership	<ul style="list-style-type: none"> • Participate in the recruitment of KCML staff and adjunct staff. • Provide professional and collegial support to members of the team. • Manage KCML and its employees to comply with good practice. • Attend to Assembly, Council and Service Team processes, policies and legislation.
5. Student and ministry candidate/intern support	<ul style="list-style-type: none"> • Ensure the effective care, encouragement, guidance and support of Theological Foundation Study Students, NOM ministry interns, and LOM Probationers.
6. Advice and resourcing	<ul style="list-style-type: none"> • Provide advice to Personnel Workgroup, presbyteries, and other bodies regarding ministers joining the PCANZ from other churches and denominations, and in the training of Local Ordained Ministers and Local Shared Ministry, and in ministers taking up study leave. • Provide advice as needed to Council of Assembly, AES, and other church bodies. • Ensure that resources needed by the Church, such as online resources, handbooks and liturgies, are provided.
7. Build and maintain relationships	<ul style="list-style-type: none"> • Work with the Assembly Service Team in serving the missional and strategic goals of the PCANZ. • Collaborate with Global Mission, PYM and PCFM. • Work closely with KCML's main stakeholders and partners, including the University of Otago, the Synod of Otago and Southland, Te Aka Puaho, the Pacific Islands Presbytery, the network of Asian congregations and presbyteries in the identification of leadership training needs and the provision of appropriate programmes and events.
8. Administration	<ul style="list-style-type: none"> • Ensure sound administrative processes are in place to ensure consistent and efficient practice. • Oversight and management of approved annual budget. • Preparation and submission of draft budget and funding applications.
9. Knox College and Salmond College	<ul style="list-style-type: none"> • Maintain a close collegial relationship with the Head of Knox College and the Head of Salmond College.

He kōrero mōu - About you

Ideally you will be a member of the Presbyterian Church of Aotearoa New Zealand or a member of a church in the Reformed tradition in Aotearoa New Zealand; candidates from other traditions will also be considered.

Qualifications, skills, knowledge and experience

Essential

- Academic qualifications in theology.
- Highly developed demonstrable people management skills and proven ability to build, nurture and sustain interpersonal relationships together with self-awareness.
- Demonstrable skills and experience in Christian Education, Ministry Formation and leadership development.
- Experience in ministry supervision and/or spiritual direction.
- Demonstrable skills and experience in communal and individual spiritual discernment disciplines/practices.
- Experience working within and leading a team.
- Experience in change management with proven ability to lead, respond and adapt to change.
- Demonstrable skills and experience in bicultural; multicultural and cross-cultural ministries.
- Highly developed demonstrable skills and experience in administration, preferably in an educational context.

Desirable

- A PhD or DMin being the preferred level of academic qualification.
- At least 10 years in full-time vocational Christian ministry and leadership with strong preference in Aotearoa New Zealand – and current experience in Aotearoa New Zealand desired, especially since 2020.
- Experience in effective congregational leadership in Aotearoa New Zealand preferred.
- Preferred published research in relevant areas.

Competencies

Essential

- Familiarity with spiritual formation of Christian leaders and communities.
- Strong and demonstrable commitment and expertise in the study and engagement with the scriptures.
- Able to facilitate spiritual discernment one-on-one and in group settings.
- Active commitment to the Presbyterian Church of Aotearoa New Zealand.
- Commitment and adherence to Presbyterian Church of Aotearoa New Zealand Code of Ethics.

- Ability to work with the theological range evident in the Church.
- Proven ability to teach.
- Understanding of the Church and context in Aotearoa New Zealand.
- Communication skills, including cross-cultural communication.
- A collegial approach to work.
- IT and online learning demonstrable competence and experience.
- Commitment to the effective formation of men and women for ministries in the contemporary world.
- Able to enhance the bicultural, multicultural, and cross cultural understandings of the Presbyterian Church of Aotearoa New Zealand. Able to uphold the principles of the Te Tiriti o Waitangi.

Desirable

- Up-to-date experience, skills and good working knowledge of Presbyterian Church of Aotearoa New Zealand processes and polity – including the Book of Order.
- Familiarity with the Reformed tradition and experience of the Presbyterian form of church government.
- Research skills.
- Pastoral skills.
- Project management skills.
- Demonstrated ability and current experience in adult and distance education.

Me pēhea te tuku tono | How to apply

Please provide a covering letter and CV and include referees and send to aes@presbyterian.org.nz before the closing date of **5pm 19 August 2022**. (Please note no late applications will be considered).