

## Position description

### Dean of Studies, Knox Centre for Ministry and Leadership

October 2022

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#### 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.

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#### 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, Global Mission, Presbyterian Youth Ministries

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

As well as training people for National Ordained Ministry (NOM), KCML also provides training advice and guidance for Local Ordained Ministers (LOM), Local Shared Ministry (LSM), and other recognised ministries in the Church. We support presbyteries and congregations in their leadership development and help resource continuing ministry formation among the Presbyterian Church's ministers, elders, and laity.

## Te tūnga | The role

### REPORTING RELATIONSHIPS

Reports to Principal KCML

### RESPONSIBILITIES

KCML works to further ministry formation and leadership development policies as set out by the General Assembly, the Council of Assembly, and the Leadership Committee of the PCANZ. It is committed to the principles of partnership in Te Tiriti o Waitangi, working within the cultural diversity of the Presbyterian Church, and promoting greater knowledge and understanding of that diversity. The Lecturer/Ministry Formation Co-ordinator will work to advance and deepen the church leadership's spiritual, biblical, theological, academic, ministerial, missional, and pastoral acumen.

### TEACHING AND TRAINING

The Dean of Studies has responsibility for managing and administering the NOM Internship curriculum. This includes ensuring accurate and robust policies, procedures, and records are in place and maintained.

As a member of the KCML team, Dean of Studies will 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.

This role requires lecturing in at least one (possibly two) of the seven subjects which comprise the NOM internship programme. The teaching load is complemented with a significant role in the ongoing formation and training of NOM Interns. The Dean of Studies will have assigned NOM interns for whom they have overall responsibility for.

The Dean of Studies will provide a lead in providing advice and recommendations for the training and formation of LOM Probationers. This will involve directing the workflow concerning LOM Probationers among other faculty, as well as teaching LOM Probationers as a cohort as the opportunity arises.

The Dean of Studies is responsible for providing academic and training advice and recommendations for all NOM and LOM candidates, and for the Receptions process for ministers transferring to the PCANZ from other denominations and overseas churches.

The Dean of Studies will engage at Presbytery/Parish level and deliver training and formation of ministers, elders, LSM, and laity whether that be in-person, online, or in written form.

## RELATIONSHIP MANAGEMENT - PEOPLE

- KCML faculty and administration staff
- Theological Foundation Study Students, NOM interns, and LOM Probationers
- Presbytery Executive Officers
- Ministers
- Assembly Service Team
- Presbytery Candidate Convenors
- National Assessment Workgroup Co-convenors
- Personnel Workgroup Convenor
- Foundation Theological Studies students

## RELATIONSHIP - INSTITUTIONAL

- Presbyteries
- Synod of Otago and Southland
- Congregations
- Global Mission, Presbyterian Youth Ministries (PYM), Presbyterian Children and Families Ministry (PCFM)
- 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.)
- National Assessment Workgroup (NAW), Introduction Workgroup, Personnel Workgroup and other committees and workgroups of the national church as needed
- Te Ahorangi o te Wananga a Rangi
- 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

## OTHER AUTHORITIES

The PCANZ has policies on a wide range of matters that the KCML faculty are expected to comply with. In doing so, they will exercise judgement in the light of the policy framework in which they are working. Of particular note is that Health and Safety is everyone’s responsibility. Knowledge and compliance of Health and Safety policies and practices are essential.

## Key Accountabilities

Principal Accountabilities	Key Result Areas
Key Objectives	End Results
<b>1. NOM Internship programme Administration</b>	<ul style="list-style-type: none"> <li>• Management of NOM Internship curriculum</li> <li>• Administration of NOM course outlines</li> <li>• Facilitation of NOM assignment content across all courses, and assignment deadlines</li> <li>• Maintenance of online course platforms (e.g., Moodle)</li> <li>• Management of all course grades and records</li> <li>• Management of all NOM Intern and Foundation Studies students files</li> <li>• Reviewing and updating the NOM Internship handbook as required</li> </ul>
<b>2. NOM Intern Learning</b>	<ul style="list-style-type: none"> <li>• Development and delivery of courses as required by and in consultation with the Principal of KCML</li> <li>• Course co–ordinator for at least one subject (possibly two) of the NOM Internship programme</li> <li>• Contribution and facilitation of NOM Intern placement process as required</li> <li>• Facilitation of NOM Intern training and formation</li> <li>• Oversight of NOM Intern mentoring, support, and supervisory relationships</li> <li>• Design of assessment criteria</li> <li>• Facilitating and equipping the mentoring minister–intern relationship</li> <li>• NOM Intern evaluation for readiness for ministry</li> </ul>

	<ul style="list-style-type: none"> <li>• Collation and writing of NOM Intern progress reports</li> <li>• Provision of guidance to NOM Interns in their spiritual, biblical, theological, and personal formation as Ministers of Word and Sacrament</li> <li>• Contribute to the pastoral care of NOM interns through formal structures and informal relationships</li> </ul>
<b>3. LOM Training and Formation</b>	<ul style="list-style-type: none"> <li>• Advising Presbyteries and LOM candidates of LOM processes</li> <li>• Creating LOM Probationer training agreements</li> <li>• Allocating LOM training and formation oversight to KCML faculty as required with reference to LOM Probationer training agreements on a case-by-case basis</li> <li>• Reviewing and updating the LOM Handbook as required</li> </ul>
<b>4. Foundation Theological Studies administration</b>	<ul style="list-style-type: none"> <li>• Provision of academic advice for all NOM and LOM candidates, and Receptions Ministers to ensure PCANZ Foundation Theological Study requirements are adhered to (including providing advice to the NAW and NOM candidates as part of the annual NAW process)</li> <li>• Provision of ongoing course selection advice for Foundation Theological Students (NOM and LOM)</li> <li>• Maintaining a high level of communication with all PCANZ approved training providers concerning subjects being offered, and LOM Probationers and NOM Foundation Theological Studies students being taught by them</li> </ul>
<b>5. Team Contribution</b>	<ul style="list-style-type: none"> <li>• Contribute to team teaching programme</li> <li>• Contribute to the development of an integrated NOM Internship programme</li> <li>• Facilitate the leading and organisation of residential block courses</li> <li>• Contribute an informed biblical and theological perspective to the NOM Internship programme</li> <li>• Contribute to staff awareness of issues of personal growth and transformation in training for ministry</li> <li>• Contribute to staff meetings, work planning and worship</li> </ul>
<b>6. Leadership Development</b>	<ul style="list-style-type: none"> <li>• Contribute to developing and providing a wide range of learning, training, and formational opportunities within the PCANZ, ensure they are run well, and engage in feedback loops that can inform future developments. Presbyteries, ministers, elders, LSM, and lay leaders will be in view for such training opportunities.</li> <li>• Contribute to the training and formation of LOM Probationers as required</li> <li>• Undertake and facilitate teaching and research</li> </ul>

	<ul style="list-style-type: none"> <li>• Work in collaboration with other theological providers and training establishments as appropriate</li> <li>• Contribute to discussion within the wider church community on leadership development and ministry formation.</li> <li>• Contribute to the development of the total ministry of KCML in the face of changing needs.</li> </ul>
<p><b>7. Relating to the Wider Church</b></p>	<ul style="list-style-type: none"> <li>• Chair Senatus including communicating to the wider church funding application guidelines and deadlines</li> <li>• Chair Senatus for purposes of Ready for Ministry recommendations to Presbyteries</li> <li>• Work with the Assembly Service Team in serving the missional and strategic goals of the PCANZ</li> <li>• Collaborate with Global Mission, PYM and PCFM</li> <li>• 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 Presbytery, the network of Asian congregations and presbyteries in the identification of leadership training needs and the provision of appropriate programmes and events</li> <li>• Contribute to the task of ministry formation and leadership development being undertaken by and within the wider church community, which includes Te Aka Puaho, Pacific Island, Asian congregations, and other ethnic communities. A willingness to travel in New Zealand in support of KCML is necessary.</li> <li>• Contribute to the development and delivery of resources needed by the Church, such as online resources, handbooks, and liturgies, are provided</li> <li>• Ensure accurate and timely communication with individuals and institutions</li> <li>• Attending regular Presbytery meetings (either as a member of a Presbytery or as a KCML representative in other Presbyteries)</li> <li>• Available to preach in regular worship services upon invitation as part of KCML's service to PCANZ</li> </ul>
<p><b>8. Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Take conference leave in accordance with KCML's study leave policy to inform and enhance the Knox Centre for Ministry and Leadership's ministry formation and leadership development programmes.</li> <li>• Undertake research and contribute to literature and conferences in the areas of personal expertise.</li> </ul>

	<ul style="list-style-type: none"> <li>• Remain up-to-date and appraised of current research and development in relevant areas of expertise and interest areas.</li> <li>• Maintain or improve expertise in adult learning techniques.</li> </ul>
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## 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

- Highly developed administrative skills and high attention to detail
- Highly developed written and oral communication skills
- Highly developed demonstrable people management skills and proven ability to build, nurture and sustain interpersonal relationships together with self-awareness
- At least five 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
- 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 a team and nurturing its health
- Experience in change management with proven ability to lead, respond and adapt to change
- Demonstrable skills and experience in bi-cultural; multi-cultural and cross-cultural ministries
- Sound organisational skills
- Demonstrable skills and experience in administration, preferably in an educational context

## Desirable

- Academic qualifications in theology, with a PhD or DMin being the preferred level of qualification
- At least ten 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

- Active commitment to the Presbyterian Church of Aotearoa New Zealand
- 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
- 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 bi-cultural; multi-cultural 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.

Please include in your covering letter your top three choices of subjects you would prefer to teach in the NOM Internship Programme. [Course descriptions of all subjects taught can be found here.](#)

Please send your completed application to the Principal of KCML, [geoff@knoxcentre.ac.nz](mailto:geoff@knoxcentre.ac.nz) before the closing date of **Friday 28<sup>th</sup> October 2022, 5pm**. (Please note – no late applications will be considered).