



COUNCIL FOR WORLD MISSION

MISSION SECRETARY- DISCIPLESHIP AND DIALOGUE

JOB DESCRIPTION

1. ABOUT THIS ROLE

The “Discipleship, Spirituality, and Dialogue” is one of the six primary areas of the Council for World Mission’s (CWM) Programmatic Structure. This programmatic area aims to help CWM member churches in achieving the vision of creating life-flourishing communities through transforming discipleship, mission spirituality, and prophetic dialogue. The “**Mission Secretary for Discipleship and Dialogue**” will assist CWM in developing proposals and strategies for guiding member churches to engage in evangelism as transforming discipleship in addition to promoting interfaith solidarity.

Directly reporting to the Deputy General Secretary-Programmes (DGS-Programmes), the successful incumbent will be expected to relocate to one of the three offices of the CWM in Singapore, London, or Johannesburg, for a contract period of four years which can be renewed to another term. The candidate will work in partnership with member churches, ecumenical partners, and interfaith organizations in promoting life-flourishing evangelism and spirituality.

2. KEY ROLES AND RESPONSIBILITIES

2.1.GLOBAL

- 2.1.1. Having full responsibility on planning, budgeting, coordinating, implementing, and evaluating the programmes or projects on discipleship, Spirituality, and dialogue across the member churches.
- 2.1.2. Engaging with member churches and assisting them in developing medium and long-term mission programmes towards fostering life-flourishing evangelism and mission spirituality.
- 2.1.3. Working with the member churches, ecumenical partners and interfaith organizations in promoting prophetic dialogue and interfaith solidarity.
- 2.1.4. Planning, facilitating and organizing the theological consultations and annual Discernment and Radical Engagement (DARE) programme and harvesting the

outcomes into resources that contribute towards directing biblical and theological scholarship into the future.

- 2.1.5. Developing and promoting best practices of evangelism based on the complexities of today's society by collecting stories and experiences from the member churches and other mission organizations.
- 2.1.6. As part of the management team, assisting the CWM for public witness and diakonia in promoting prophetic dialogue, interfaith solidarity and transforming discipleship.
- 2.1.7. Plan and organise mission consultations, implement strategic responses, draft and release appropriate statements on interfaith issues and Christian witness in a diverse world.
- 2.1.8. Helping the CWM and its member churches and theological institutions to promote life-flourishing evangelism and spirituality.

2.2.REGIONAL

- 2.2.1. Support and facilitate the member churches in the pursuit of their mission and coordinate shared mission activities of the churches in the region.
- 2.2.2. Implement CWM's global strategic objectives within the context of the region.
- 2.2.3. Assist the member churches in transforming themselves as life flourishing communities.

2.3.ORGANISATIONAL

- 2.3.1. Work in collaboration with the other CWM staff in relevant programmatic areas and maintain clear and open lines of communication.
- 2.3.2. Work in collaboration with the finance office to prepare, monitor and manage an annual budget for the programme within the agreed guidelines.
- 2.3.3. Maintain proper documentation, prepare necessary reports and present to the administrative bodies when needed.
- 2.3.4. Ability to integrate Planning, Monitoring, Evaluation, and Reporting (PMER) system, and work constantly with a result-oriented approach.
- 2.3.5. Ability to be part of the Management Team to make programmatic decisions and to provide executive-level leadership to the CWM office.

3. QUALIFICATIONS AND SPECIAL REQUIREMENTS

3.1.EXPERIENCE

- 3.1.1. Over five years of experience in working in churches or faith-based organizations in the areas of discipleship, spirituality and inter-faith dialogue, and with a clear understanding on contemporary practises of evangelism in today's society.

3.2.EDUCATION

- 3.2.1. Post Graduate (PG) degree (Masters or Equivariant) in mission and evangelism or interfaith studies. A PhD will be an added advantage.

3.3.COMPETENCIES

- 3.3.1. Proficiency in the English language to effectively communicate through verbal, written and digital communication tools.
- 3.3.2. Ability to work in a team with mutual respect, commitment to diversity and inclusivity, and quality of discretion in handling confidential and sensitive information.
- 3.3.3. Understanding of CWM's model of working in partnership with member churches and ecumenical organizations.
- 3.3.4. Knowledge on CWM's Strategy Framework for the decade, 2022-2029 and the ability to translate the strategy framework into programmes.
- 3.3.5. Ability to cope with working schedules, required travels, and maintaining communications.
- 3.3.6. High level of computer skills to adapt to hybrid work style and maintain digital communications.

4. DEADLINE FOR APPLICATIONS: 30 September 2022

5. ABOUT COUNCIL FOR WORLD MISSION

The Council for World Mission is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

The CWM is committed to sharing God's love and to journeying with each other in our quest for creating life-flourishing communities. This quest is not unique to us, the humans, but every

living creature to live in harmony on this planet earth, the only home for all of us. This was the mission to which Jesus committed himself and for which he lived and died, that we may have life and have it to the full (John 10:10).

The Management team is dispersed, with offices in Singapore, the UK and South Africa and representative offices in Jamaica and Fiji. For more information visit our website at www.cwmission.org or follow us on Facebook or Twitter.

6. HOW TO APPLY: Please send a recent resume/CV, together with the attached Application Form AND a letter of application stating your reasons for wanting to work with CWM, as well as your main qualifications and alignments with this specific role to the Human Resource Manager at hr@cwmission.org indicating the job title of the role being applied for in the email subject box. The closing date for receiving applications for this role is 30 September 2022.