



**LIVING GOD  
RENEW AND  
TRANSFORM US**

## **World Communion of Reformed Churches**

Called to communion, committed to justice

**Job title:** Executive Secretary for Communion and Theology  
**Reports to:** General Secretary

*Executive secretaries of the World Communion of Reformed Churches (WCRC) are appointed by the WCRC Executive Committee to serve a term of five years. They shall be eligible for one renewal for an additional five-year term.*

### **Preamble**

The World Communion of Reformed Churches believes that communion and justice belong together within its theology, witness and work as part of one integrated whole. Therefore the programme work of the executive secretaries for Communion & Theology and Justice & Witness are not to be separated but instead are to be undergirded and integrated into a dynamic team relationship, while maintaining clear lead responsibilities on the part of each Executive Secretary.

This integrated approach is part of the context in working in a fully collaborative, cooperative and collective team with the General Secretary, executive staff group and other staff. The executive staff group, in turn, embraces a full participatory and empowering working style with the officers, Executive Committee and Regional Councils of the WCRC. All of this is rooted in active participation in God's mission as lived out in the work of the WCRC as mandated by its General Council and guided by its constitution and bylaws.

The WCRC's work in communion and theology embraces the commitment of the organization rooted in the Accra Confession and supported by other contributions from the Reformed tradition, such as the Belhar Confession, along with the commitment to mission. An important focus of this position is to undergird the work of the WCRC theologically while also advancing its goals in mission and, together with the general secretary and other staff, in strengthening communion.

The programme priorities and emphases of the Executive Secretary follow from the mandate of the General Council as interpreted by the Executive Committee. The arrangement of specific responsibilities and the staffing structure are open to review, especially through the strategic planning process, and can be adapted by the General Secretary and approved by the Executive Committee.

Currently the WCRC has a General Secretary, two Executive Secretaries for specific programmes, and an Executive Secretary for Communications. The distinctive elements for the Executive Secretary for Communion and Theology within the integrated approach as outlined above include:

### **Primary Duties and Responsibilities**

1. To manage, direct and lead the programme work of communion and theology, as well as mission, in close collaboration with the General Secretary and the executive staff group.
2. To provide strategic leadership in implementing WCRC mandates and strategic objectives related to communion, theology and mission, including lead responsibility for fundraising for the programme work in these areas.
3. To provide theological reflection and research with and for member churches, regional councils, networks and ecumenical and interfaith partners in the priority areas identified in the strategic planning process.
4. To produce relevant studies and resource materials as required to advance the WCRC mission and mandate in the areas of communion, theology and mission.

5. To work collaboratively with the General Secretary and executive staff group and in an integrated work style particularly with the Executive Secretary for Justice and Witness.
6. To work with the General Secretary and Executive Secretary for Communications to promote the work of communion and theology.
7. Together with the General Secretary and executive staff group to support programme work to strengthen the Communion.

### **Specific Duties and Responsibilities**

1. To oversee and provide staff facilitation and leadership for the Global Institute of Theology
2. To take editorial responsibility, in consultation with the General Secretary and in collaboration with the editorial board, for *Reformed World*.
3. To staff and provide leadership for the approved ecumenical dialogues.
4. To provide leadership to and overall coordination for the Reformed Partnership Fund, in consultation with the General Secretary and with the consent of the Reformed Partnership Fund Committee.
5. To facilitate, in consultation with the General Secretary, the study and reflection process about the future of ecumenical dialogues and ecumenical engagement for the WCRC.
6. To provide staff leadership for networking and regional empowerment related to communion and theology.
7. To take lead fundraising responsibilities for programme work for communion, theology and mission.
8. To work as a full and active member of the executive staff group, undertaking team responsibilities relating to the whole of the WCRC's mission (examples include: budgeting, strategic planning, special activities, supervising administrative staff and interns, serving as acting General Secretary).
9. To work under the leadership of the General Secretary and be accountable to the Executive Committee.
10. To perform other duties as assigned by the General Secretary.

### **Qualifications**

1. Active participation as a member in good standing of a WCRC member church.
2. Personal faith commitment to justice and communion in keeping with the WCRC's vision.
3. Demonstrated leadership in theological reflection and programme work with highly developed executive staff skills (eg planning, research, implementation, follow up, reporting).
4. Appropriate educational preparation in theology, a Master's degree or equivalent. Doctoral level preparation is a definite asset.
5. Knowledge and commitment to faith lived out in the Reformed tradition while understanding the diversity of the WCRC's traditions, such as United and Uniting churches.
6. Knowledge of and commitment to the Accra Confession, as well as of other contemporary expressions of faith from the Reformed tradition, such as the Belhar Confession.
7. Demonstrated commitment and ability to work collaboratively in a culturally diverse team.
8. Sensitivity and commitment to fostering diversity, equality, respect, inclusion and justice in all aspects of work and witness and in personal relationships.
9. Demonstrated fundraising ability.
10. Demonstrated visioning and strategic planning abilities.
11. Demonstrated professional level fluency in written and oral English. Fluency in other WCRC official languages is a definite asset.
12. Commitment to participatory and empowering leadership styles.
13. Strong commitment to ecumenical and interreligious cooperation.
14. Demonstrated competencies in theology and mission.