



**World Communion  
of Reformed Churches**

## **Application Package for the Office of the General Secretary**



## **An Opportunity to Lead the Reformed Family**

The World Communion of Reformed Churches (WCRC) is seeking a committed, compassionate, and visionary leader to become its next General Secretary.

The WCRC is comprised of 100 million Christians from more than 230 churches in over 107 countries. It is a participatory global *koinonia* marked by discerning, confessing, witnessing, and being reformed together. Its goal is to be a part of God's mission to transform the world so that all may have life (John 10:10).

Called to communion and committed to justice, the WCRC takes up the prophetic traditions of public witness, confessing the God of life by working through the following areas:

- 1) cultivating a just communion
- 2) covenanting for justice
- 3) doing theology for transformation
- 4) engaging God's mission in contexts of crisis
- 5) working with all the partners God provides

Serving as the WCRC General Secretary is an opportunity to lead, serve, share, inspire, and connect members and ecumenical partners in responding to God's mission.

The WCRC seeks a General Secretary who is called to bring her/his talents of communication, community-building, discernment, fundraising, leadership, listening and organization to work with a dynamic staff in Hannover (Germany), regional leaders, and hundreds of dedicated volunteers around the world.

As the chief executive officer of the WCRC, the General Secretary's role will be to strengthen the common witness of member churches and make a contribution to the ecumenical movement.

Candidates must be members in good standing of a WCRC member church, be fluent in English, and have theological training, including an advanced degree. Previous management experience, pastoral and cultural sensitivity and the ability to provide spiritual leadership are essential.

**Applications are due by 15 January 2022 to [gs-search@wrc.eu](mailto:gs-search@wrc.eu).**

## About the World Communion of Reformed Churches



The World Communion of Reformed Churches is comprised of 100 million Christians from more than 230 churches in Congregational, Presbyterian, Reformed, United, Uniting, and Waldensian and other pre-Reformation traditions in over 105 countries.

As a global *koinonia* marked by discerning, confessing, witnessing and being reformed together, the WCRC strengthens and deepens unity among its members and coordinates common initiatives to increase its impact around the world.

Called to communion and committed to justice, the WCRC believes that communion and justice are inextricably connected: communion without justice masks inequality, exclusion, and oppression; justice without communion is in danger of becoming divisive. Together the whole of the Communion works to renew and restore the economy and the earth so that all humanity and the whole of creation might live life in its fullness (Deuteronomy 30:19).

The WCRC discerns both the signs of the times and God's call to action, guided equally by its commitment to justice and to maintaining the unity of the Spirit in the bond of peace.

The WCRC is a confessing body, driven by the unfinished agenda of the Reformation and inspired by the Confessing Church in Germany, the community of the Belhar Confession, and the Accra Confession.

The WCRC witnesses to the good news of Jesus Christ that transforms death-dealing systems and structures and liberates for the fullness of life.

In being reformed, the WCRC collaborates and engages in God's work of reforming and transforming according to the Word of God and movement of the Holy Spirit. The WCRC believes "to be Reformed is to be ecumenical," and therefore works closely with ecumenical partners.



## Responsibilities and Job Description of the General Secretary

The General Secretary is “the chief Executive Officer of the World Communion of Reformed Churches and shall be responsible to the General Council and the Executive Committee to direct and to coordinate the work of the World Communion” (*Constitution*, Article XII). Other responsibilities of the General Secretary are spelt out in the Constitution of the WCRC and noted below.



### Job Description

1. The General Secretary has overall responsibility for the activities of the Communion’s secretariat, including:

- a. Supervise the work of the Communion as a global *koinonia* marked with, discerning, confessing, witnessing and being reformed together;
- b. Lead the staff team of the Communion;
- c. Conduct mandated performance reviews of Executive Secretaries;
- d. Manage and administer the Communion’s organization;
- e. Supervise the preparation and execution of the budget;
- f. Advise the Officers and Executive Committee on potential risks and liabilities;
- g. Supervise programmatic fundraising;
- h. Raise funds for core budget and overall Communion needs;
- i. Supervise publications of the Communion;
- j. Handle correspondence of the Communion.

2. The General Secretary represents the Communion and its concerns in a collegial and pastoral way to:

- a. The member churches and the whole Reformed family;
- b. The ecumenical movement, in particular to the World Council of Churches, the Lutheran World Federation, the World Evangelical Alliance, and other Christian world communions;
- c. The wider public as primary spokesperson, along with the President.

And maintains a regular presence in the life of the member churches by:

- a. Visiting member churches and supporting them in times of crisis;
- b. Delegating staff, the Officers, and/or the Executive Committee members to visit member churches;
- c. Visiting member churches to strengthen their witness.

3. The General Secretary, in close collaboration with the President, the Officers, and all the members of the Executive Committee, is responsible for carrying out the mandates of the General Council, including:
- a. Ensuring a time and place for an annual Executive Committee meeting;
  - b. Coordinating the timely submission of written reports to the Executive Committee;
  - c. Maintaining relationships and managing documents with Regional Councils;
  - d. Making all necessary arrangements for the convening, reporting, and proper conduct of the General Council.

## **Term of Office**

The General Secretary shall be elected by the Executive Committee for an initial seven years, and shall be eligible for re-election for one additional term.

The Personnel Committee will conduct a comprehensive performance review mid-term as well as just before submitting a recommendation regarding a second term to the Executive Committee.

## **Salary and Conditions of Employment**

Conditions of service are specified in “Personnel Policy and Practices of the World Communion of Reformed Churches.” The remuneration of the General Secretary is according to the Public Service Salary Scale B3 of the State of Lower Saxony in Germany. Specifics are available on request.



## Qualifications Required

1. A firm commitment to the Reformed faith;
2. Pastoral sensitivity and spiritual leadership, with good listening skills, promoting, encouraging, and coordinating the work with the regions;
3. Theological training, with a postgraduate degree (at least Masters);
4. Familiarity with and commitment to Reformed tradition as well as with current theological trends;
5. A member in good standing of a WCRC member church;
6. Familiarity with current international issues;
7. Commitment to strengthening the common witness of the Reformed churches and to making a contribution to the ecumenical movement in the 21st century;
8. Experience with Reformed churches in different parts of the world;
9. Understanding of cultural and religious diversity;
10. Sensitivity to gender, youth, and people with disabilities issues;
11. Experience and innovation in management and administration;
12. Experience and skills in raising and managing funds;
13. Experience of working in and managing a team;
14. Creativity and imagination in developing and carrying out the programs of an organization;
15. Effective communication skills, both orally and in writing;
16. Language requirements: demonstrated fluency in written and oral English (knowledge of the other working languages of the Communion – French, German, and Spanish – would be an advantage).

## Application Checklist

Qualified candidates are encouraged to apply with the endorsement of their member church. The position is open to all persons, women or men lay or ordained.

The application package should include:

1. Application and motivation letter (expression of interest in being considered for the position).
2. Include in your application and motivation letter your knowledge, skill sets, abilities, theological, and managerial/administrative competencies that make you a suitable candidate for the post.
3. A detailed curriculum vitae (CV) must include:
  - Personal details (name, date of birth, address, family, church membership)
  - Academic qualifications
  - Employment history in chronological order
  - Ecumenical engagement (local, national, and global) and memberships in ecumenical organizations and forums
  - Experience with Reformed churches in different parts of the world
  - Leadership and management experience
  - Publications
4. Endorsement by the candidate's church leadership (a member church of the WCRC).
5. A statement of faith journey (candidate's rootedness in Reformed faith, familiarity and commitment to Reformed tradition, as well as spiritual and missional journey).
6. A scholarly article of 8,000-10,000 words (either written previously for a journal publication or specifically for this application process) on a theme relevant for the Reformed Communion today.
7. Copies of relevant degrees and certificates.
8. At least two professional references with address and contact details including phone and email.

All of the above should be sent to the Moderator, WCRC General Secretary Search Committee, by email at the following address: [gs-search@wcrc.eu](mailto:gs-search@wcrc.eu).