

Committee

Anglican Communion

Canon John Gibaut

Association of Evangelicals of Africa

Revd Aiah Foday-Khabenje

Baptist World Alliance

Catholic Church (Pontifical Council for Promoting Christian Unity)

Fr Andrzej Choromanski

Church of God (Cleveland)

Revd Dr Sang-Ehil Han

Ecumenical Patriarchate

H.E. Metr. Gennadios of Sassima

Lutheran World Federation

Dr Kathryn L. Johnson

Mennonite World Conference

Revd Dr Anne-Cathy Graber

Moscow Patriarchate

Fr Mikhail Goundiaev

Organisation of African Instituted Churches

Revd Nicta Lubaale

Pentecostal World Fellowship

Revd Dr Prince Guneratnam

Pentecostal World Fellowship

Revd Dr David Wells

Pentecostal

Revd Dr Cecil M. Robeck

Salvation Army International

Commissioner Elizabeth Matear

Seventh-Day Adventist Church General Conference

Revd Dr Ganoune Diop

Syrian Orthodox Patriarchate of Antioch

H.E. Archbishop Mor Chrysostomos
Michael Chamoun

World Communion of Reformed Churches

Revd Wesley Granberg-Michaelson

World Council of Churches

Revd Dr Paul Gardner

World Council of Churches

Prof. Dr Dimitra Koukoura

World Evangelical Alliance

Revd Dr Richard Howell

World Evangelical Alliance

Prof. Dr Thomas Schirrmacher

World Methodist Council

Revd Dr Timothy Macquibban

World Student Christian Fellowships

Ms Georgine Kenge Djeutane

World Vision International

Dr Tadeusz Mich

World Young Women's Christian Association

Revd Pirjo-Liisa Penttinen

Vacancy: The Secretary of the Global Christian Forum

The Global Christian Forum (GCF) is a gathering of leaders of global Christian churches and organizations bringing together all major streams of world Christianity. The GCF is an open 'space' where all Christian leaders can meet to nurture unity by fostering mutual respect and understanding as well as by addressing together common challenges.

The GCF Committee has begun a search for a new Secretary to serve as chief executive for the GCF following the retirement of the current Secretary on 30 June 2018.

Job Summary

The Secretary of the Global Christian Forum represents the GCF to leaders of Christian churches and organizations worldwide and provides leadership in facilitating the activities of the GCF. In doing so, the Secretary communicates, reports and relates to the GCF Committee and its two foundations.

General Description

Described in general terms, the work of the GCF Secretary can be summarized as follows:

- The Secretary shall adhere to the 'Guiding Purpose' statement of the GCF (<http://www.globalchristianforum.org/statement.html>) and help lead and guide the GCF activities accordingly.
- The Secretary shall facilitate and develop the present and future strategies and activities of the GCF and help guide the decision-making processes of the GCF Committee.
- The Secretary shall plan, and provide leadership for, the annual meeting of the GCF Committee.
- The Secretary shall coordinate and organize regional and global meetings of the GCF, working closely with other Christian bodies and organizations.
- The Secretary represents the GCF to other significant Christian bodies and organizations in various international events and gatherings relevant to global Christianity.
- The Secretary shall provide the executive leadership in managing human and material resources of the GCF.
- The Secretary shall be effective in fundraising by fostering good relationships with ecclesial bodies, Christian organizations and other grant-giving agencies and institutions, as well as individual donors.
- The Secretary shall present a financial report, and recommend an annual budget for approval, at the annual meeting of the GCF Committee.
- The Secretary is responsible to the GCF Committee, which will determine the terms of employment and procedures for review of the Secretary's service.

Profile and Experience

In order to carry out the aforementioned work of the Secretary, she/he is expected to have already acquired specific skills and knowledge as well as having an established standing within a church and/or Christian organization.

The following statements represent the expectations that the GCF has for the Secretary in relation to her/his leadership profile and experience:

- The Secretary shall be in good standing with the church to which she/he is a member, and is expected to embody a strong commitment to Christian faith and values.
- The Secretary shall be able to testify to her/his vocational calling for promoting unity among diverse Christian churches and traditions.
- The Secretary shall have a clear understanding of the significance of advocating for, and nurturing, unity among Christian churches despite diverse expressions of Christian faith and practices.
- The Secretary shall have ample vocational experience in promoting Christian unity locally, regionally, internationally; accordingly, she/he should also be familiar with different expressions of Christianity and be willing to work in such a context.
- The Secretary shall demonstrate a seasoned theological formation and mature leadership capabilities when dealing with issues of administration, financial accountability and other social and/or political developments.
- The Secretary shall have proficient and effective communication skills, whether working within the GCF or others with the media.
- The Secretary shall demonstrate ample leadership experience within a church and/or Christian organization.
- The Secretary shall demonstrate her/his experiential knowledge in obtaining resources needful and essential for planning and implementing GCF activities and events.
- The Secretary shall demonstrate the leadership skills that include, but not limited to, the followings:
 - Negotiation skills and diplomatic sensitivity to effect conflict resolution
 - Effective, and clear, oral and written communication skills
 - Dialogical skills to foster “trust” and “transparency” in conversations
 - Adaptability and willingness to travel frequently
 - Administrative abilities to plan and supervise budgets and deadlines
 - Resilience to work under pressure
 - Creativity and discernment in capitalizing on opportunities to implement actions that correspond to the “Guiding Purpose” statement of the GCF.
 - Fluency in English with the option of being proficient in other languages

Work Conditions

It should be noted that the GCF Secretary is not expected to be located in a specific place since the stated tasks of the Secretary can be carried out from anywhere so long as

adequate resources (e.g. office space, facilities, internet, etc.) are made available.

Given the nature of the work demanded of the Secretary, however, she/he is expected to travel expansively and frequently; hence, it is advisable and beneficial if she/he be located near an international airport.

It should be also noted that the position of the Secretary is full-time with the responsibility to administer the support staff of employees and volunteers.

As such, the Secretary is expected to devote her/his time entirely to the work of the GCF; if she/he wishes to carry on with other additional ministerial and/or professional work along with the work of the Secretary, that would require an approval from the GCF Committee.

Compensation for the Secretary will be established by the Global Christian Forum Committee taking into account regional cost-of-living factors.

Application Procedure

Applications for Secretary of the Global Christian Forum should include the following:

- A letter of introduction, including a brief description of the applicant's journey of Christian faith;
- A resume summarizing the applicant's work and life experiences that are particularly relevant to the work of the Global Christian Forum;
- A statement describing why the applicant is drawn to the vision and work of the Global Christian Forum (no more than 750 words);
- Two or three persons who could serve a reference for the applicant.

These materials should be sent by September 1, 2017, via email to:

secretarysearch@globalchristianforum.org

Applicants will be considered from every geographical area and every confession and Christian family participating in the Global Christian Forum. Given the nature of the GCF, applicants will be welcomed from the "global South" and from Christian traditions that have not normally been participants in historic ecumenical bodies but which represent the changing dynamics in world Christianity.

Calendar

- February, 2017: formal letter sent to all churches and organizations inviting applications.
- March, 2017: meeting of GCF international committee in Havana; progress report given.
- September 1, 2017: deadline for receiving applications.
- September-October, 2017: short list established and interviews.
- November 30, 2017: preferential candidate is selected.
- February, 2018: GCF international committee meets and makes final decision on new secretary.
- April, 2018: Third Global Gathering of the GCF is held, and new secretary is introduced.
- July, 2018: Larry Miller's contract ends and new secretary begins his or her service.