



NATIONAL CONVOCAION

OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

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Interim Administrative Secretary

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General Minister & President
Indianapolis, IN

Sheila P. Spencer
Interim President
Disciples Home Mission
Indianapolis, IN

ADMINISTRATIVE SECRETARY

NATIONAL CONVOCAION OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

The National Convocation of the Christian Church (Disciples of Christ) Board of Trustees is searching for its next Administrative Secretary.

In seeking out this new leader we are casting a wide net through the life of the Church. We are asking for bold and courageous leaders to step forward towards liberating, transformative and prophetic leadership of Black Disciples and be considered for this role.

The qualified candidate must have a working knowledge of the NCCC, the NCMC and other structures of the Black church within the Christian Church (Disciples of Christ).

The successful candidate will have a demonstrable track record of visionary senior executive leadership, high level organizational and fiduciary management roles, and a strong commitment to integrity and justice work

The ideal candidate will have achieved an MDiv or higher level of education and hold ministerial standing within the Christian Church (Disciples of Christ).

Administrative Secretary role summary

- Administers the work and mission of the National Convocation.
- Supervises and serves: the NCCC, NCMC, the manager of the Greenwood Cemetery, is Corporate Secretary of the Black Disciples Endowment Fund, a member of the Board of Trustees of the National Christian Missionary Convention Corporation and maintains custody of the corporate seal.
- Serves as a member of the executive staff of the Office of the General Minister and President and performs duties which are assigned or normally pertain to such an office.
- Maintains and builds relationships with African American congregations and state convocations/fellowship/conventions while promoting communication and cooperation in covenantal relationships with the whole church including the Christian Church (Disciples of Christ), Churches of Christ.



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- Oversees the financial structure and fundraising operations, ensuring resources are raised and distributed with a high degree of integrity and care.
- The position is a hybrid position, and will require care for operations, records, and institutional responsibilities in Indianapolis, IN.

National Convocation of the Christian Church does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.

To apply please submit the following no later than May 1, 2022, to ncccsearch@disciples.org:

- Letter of Interest and curriculum vitae
- Audio/video of a recent sermon or presentation via YouTube
- A spiritual “autobiography” or statement with a sharing of your call to ministry. Please include examples of prophetic leadership relevant to this role.
- A one- to two-page statement in response to these two questions: *What is the role of the Administrative Secretary in the context of the Black Church in the Disciples of Christ? If called to this role what will the National Convocation look like on “the other side”?*

Please ensure that your search and call papers are current with the Office of Search and Call in Disciples Home Missions.

NOTE: All employees must have appropriate Covid vaccinations per company policy.