

## **POSITION: DAMASCUS PROJECT DIRECTOR**

### **Position Overview**

This position is a contracted position averaging 30 hours/week. The contract term will initially be 12 months, beginning January 2023. The position will be accountable to the Conference Ministers of the Wisconsin and Minnesota Conferences (UCC).

This position's work includes program /curriculum development and implementation, recruitment and onboarding of instructors/faculty, and ongoing program evaluation. An essential aspect of the work is also to build a network of relationships throughout the Wisconsin and Minnesota Conferences that increases enrollment in Damascus Project courses. Maintaining steady communication with Committees on Ministry in each Conference is also important.

### **Damascus Project Overview**

The Minnesota Conference UCC and the Wisconsin Conference UCC launched the "Damascus Project in 2017 as a collaborative leadership development initiative. The mission of the Damascus Project is to nurture vitality within the body of Christ by transforming the people of God through theological study and equipping them for effective leadership within their congregations. The Damascus Project will also provide a potential path to authorized ministry. (Additional information about the Damascus Project is available at [the-damascus-project.org](http://the-damascus-project.org))

### **Position Description**

- Work collaboratively with both the Minnesota and Wisconsin Conferences to guide and shape the Damascus Project to reflect the mission and objectives of the program and be mindful of the particular needs of the conferences.
- Plan and use efficient processes that support infrastructure development
- Plan and execute programming for Damascus Project course offerings
- Periodically attend staff meetings and be available to build relationships within both conferences
- Consider opportunities for growth and development through new programs and new funding sources (i.e. grants) based on regular needs assessments
- Plan and execute regular course and program evaluation and provide reports as requested to Conference Ministers and Conference Board of Directors
- Develop and engage in effective communications that build connections, using relational expertise and knowledge of local church leadership (including text communication, creative communication, and meetings) in the following areas:
  - Recruitment of quality instructors
  - Onboarding and training of instructors
  - For current members, encourage participation, engagement, and interest in additional programs
  - Promote the Damascus Project and recruit participants
  - Collaboration with and updates for Committees on Ministry, including evaluation of the needs of non-traditional Members in Discernment (MiDs), multiple pathways to authorized ministry, and garnering support for the Damascus Project
  - Nurture and maintain relationships with other regional theological education programs and seminaries within the UCC

- Information gathering and potential partnering with other Conferences
- Plan and execute course development and guidance for instructors in the following areas, using denominational expertise and knowledge of adult learning:
  - Guide Faith Foundations, Leadership Skills and Ministry Studies, attending Zoom sessions as needed
  - Work with instructors to create learning assessments for Assessment Learners/MiDs
  - Interact with learners within course site to create a consistent experience across the learning units
  - Develop new learning units as the program grows, focusing especially on courses/cohorts for clergy and short-term or one-time offerings.
  - Guide Learner Assessment practices as they relate to the UCC Marks
  - Build courses within the Mighty Networks platform in collaboration with instructors
  - Develop instructor training and support systems so that instructors are able to build their own courses and navigate the learning platform successfully
  - Provide oversight for course administration including expectations, content, and facilitation
- Provide administrative and financial oversight to the project
  - Develop an annual budget for the Damascus Project by October for the upcoming year
  - Monitor revenue & expenses & ensure timely payment of invoices
  - Manage contracts & payroll for instructors
  - Prepare and submit quarterly financial reports that include aggregation of the monthly reports, YTD comparison to annual budget, and a preview of significant investments expected in the next quarter

### **Skills/Qualifications needed to fulfill the Damascus Project Director position**

- Knowledge of best practices in adult education
- Knowledge of outcome based and action/reflection approaches in education and commitment to utilizing them as core practices
- Knowledge of best practices in online teaching and learning
- Basic Financial Management skills
- Ability to work collaboratively across conference lines
- Ability and willingness to work remotely; traveling as needed to conference partner locations
- Excellent communication skills both speaking and writing
- Familiarity with the UCC's Manual on Ministry especially the UCC's Marks for Faithful and Effective Authorized Ministers
- Familiarity with the Multiple Paths commitment of the UCC and willingness to work with conference committees on ministry to develop learning opportunities for multiple path learners
- A Masters of Theology, Masters of Divinity or equivalent preferred
- Commitment to and passion for equipping lay leaders within local congregations
- Commitment to and passion for adult faith development

### **Compensation**

The contractual compensation will be \$65,000 paid over the course of the 12-month contract term.

### **To Apply**

Please email an updated UCC ministerial profile or a detailed resume' and cover letter to Wisconsin Conference Minister Rev. Franz Rigert ([frigert@wcucc.org](mailto:frigert@wcucc.org)) and to Minnesota Conference Minister Rev. Shari Prestemon ([sharip@uccmn.org](mailto:sharip@uccmn.org)) by November 16, 2022.