

# Community of Christ

## INTERNATIONAL HEADQUARTERS POSITION DESCRIPTION

**Position Title:** Peace Colloquy Co-Director

**Status:** Volunteer

**Classification:** Executive Associate

**Grade:** Non-Graded

**Position Summary:** Peace Colloquy Co-Director collaborates, creates and coordinates programming for the Peace Colloquy, a three-day event. Understands criteria and selects potential candidates to receive the Community of Christ International Peace Award. Provides input for overall theme creation, connects with youth and young adults; good understanding of Community of Christ, international issues, and how to do peace and justice locally. This is a self-sustaining, volunteer position.

**Work Experience:** 3-5 Years

**Education:** Bachelor Degree

### Qualifications Include:

- Ongoing, enthusiastic commitment to peace and justice
- Excels at leading and serving on teams that lift up issues of peace and justice.
- Excellent interpersonal skills and ability to interact with both internal and external audiences.
- Excels at integrating and applying the message, mission and identity of the Community of Christ and connections with peace and justice.
- Good computer skills.
- Excellent organizational skills and accurate attention to detail.
- Problem solving skills
- Knowledgeable about Community of Christ theology, polity, identity, message, and mission.
- Exercises a large degree of creativity regarding practicing peace and justice; recognizes personal qualities of peace and justice.
- Relies on experience and judgment to plan and accomplish goals but is also creative and open to the discovery of new ways to create an event that inspires participants to go live out their mission of peace and justice.
- Committed to continual learning and development to stay up-to-date on the latest issues, ideas, and practices of peace and justice.
- Ability to connect with youth and young adults required.
- Ability to interact and foster relationships between inter-denominational organizations, including other churches, universities and schools, social organizations, and not-for-profits.
- Good understanding of scripture, theology, the Community of Christ tradition including the recent, "We Share" document in order to help contribute through the Colloquy to a developing Community of Christ theology of peace.

### Key Competencies Include:

(1-23):	1-Action Oriented	(1-23):	9-Command Skills
(1-23):	8-Comfort Around Higher Management	(1-23):	18-Delegation
(1-23):	16-Timely Decision Making	(24-47):	36-Motivating Others
(24-47):	28-Innovation Management	(24-47):	39-Organizing
(24-47):	31-Interpersonal Savvy	(24-47):	47-Planning
(24-47):	33-Listening	(48 -68):	49-Presentation Skills
(48 -68):	65-Managing Vision and Purpose	(204-271):	205-Scriptural/Theological Knowledge
(204-271):	206-Self Starter	(204-271):	271-Peacemaking
(204-271):	209 Leadership Skills	(204-271):	215-Ministerial Focus

**Primary Responsibilities Include:**

1. Collaborate with First Presidency regarding theme and direction.
2. Solicits applicants for the International Peace Award; screens and recommends candidates to the First Presidency to receive this award.
3. Ability to vision the broader picture of peace and justice for this event, and provides a practical application learning environment.
4. Works with co-director to envision, coordinate, implement and direct the Peace Colloquy.
5. Works to connect with community, youth and young adults to assure that the Peace Colloquy event will provide opportunity to further the work for peace and justice in our world.
6. Ability to work with budgets, project process timelines, and a variety of teams.
7. Interact and foster relationships with all types of inter-denominational organizations, including other churches, universities and schools, social organizations, and not-for-profits.
8. Organize and maintain details while working through the Peace Colloquy.
9. Communicate consistently with internal and external audiences; ability to understand the power of communication and marketing of this event.

**Organizational Relationships:**

Interactions: With World Church Leadership Council

Team leader-teams/major projects sub-teams

Organizational Relationships: None

Interactions: Interacts with members of field staff

Organizational Relationships: None

Interactions: Represents Int'l Headquarters to public

Organizational Relationships: None

Interactions: Interacts with members of Int'l. Headquarters

Organizational Relationships: None

Interactions: None

**Additional Comments:** This is a volunteer position; this position will be supported with those who've had prior experience with advise, support, mentoring, and encouragement Due to the nature of this position, the selected individual must reside in the United States or Canada.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.

New Position: Yes No

Person Replaced: Andrew Bolton

Entry Team(s) Assignment: [Redacted]

Team Leader(s): [Redacted]

Prepared by: Susan Naylor

Date: [Redacted]

Reviewed By: [Redacted]

Date: [Redacted]

Approved By: [Redacted]

Date: [Redacted]