

## Position Description: Dean, EPAUMC Local Licensing School

### Summary

The Dean of the Local Licensing School is a stipend position dedicated to guiding and providing theological education, spiritual formation, and practical ministry training in the Eastern Pennsylvania Annual Conference of the United Methodist Church (EPAUMC) for those called to licensed ministry. The Dean will work in collaboration with the Board of Ordained Ministry and each District's Committee on Ministry in carrying out the duties.

The first task of the Dean will be to work with the Board of Ordained Ministry Committee on Local Licensing School to determine a strategic plan for relaunching EPAUMC's Local Licensing School that includes developing curriculum, determining learning format and location, creating an application process, recruiting a group of advisors and potential teachers, drafting a budget, and making an implementation plan to launch a school that both meets the needs of the Annual Conference and prepares Local Pastors for successful ministry in the 21<sup>st</sup> century.

### Training for Licensed Ministry

Objective: Facilitate the operation of a Local Licensing School meeting the requirements of The General Board of Higher Education and Ministry, the current Book of Discipline, The Board of Ordained Ministry, and the Annual Conference.

Specific Responsibilities:

- Determine eighty-hour curriculum using the following guidelines:

Subject	Hours	Days
United Methodist Tradition	8	1
Public Worship and Liturgy	12	1 ½
Preaching	16	2
Leadership/ Administration	8	1
Spiritual Formation	8	1
Educational Ministries	8	1
Pastoral Care	8	1
Mission and Evangelism	8	1
Conference emphases	4	½

- Facilitate cohort development by facilitating out of class opportunities for collegial engagement.
- Recruit and train teachers to support each aspect of the curriculum.
- Integrate safe-sanctuaries and anti-racism training into all aspects of the Licensing School.
- Provide consistent graded evaluations for all students.
- Ensure Licensing School maintains and upholds United Methodist standards and identity.

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### Position Requirements:

- Must be a United Methodist Elder, Deacon, or Associate Member in Good Standing.
- Experience in theological education and ministry training required.
- Adaptive skills to ensure curriculum and school operations remain up to date.
- Entrepreneurial attitude and demonstrated ability to take initiative.
- Detail-oriented and skilled in administration.
- Collaborative leadership style.
- Skills in recruiting, training and holding team members accountable.
- Competency in Microsoft Office and Outlook or equivalent.

Stipend: \$8,000 a year and no benefits.

Position Location: Home office or church office.

Position Oversight: Board of Ordained Ministry Committee on Local Licensing School.