



Director of Thriving in Ministry Programs

Department: Church Leadership Center

Supervisor: Joe Sawatzky, Director of the Church Leadership Center

FTE: 0.5

Location: Elkhart, Indiana, in-person position.

Anticipated start date:

Application review begins immediately and will continue until the position is filled.

Summary:

Supports pastoral thriving through oversight and administration of Church Leadership Center programs, currently including the annual Pastors & Leaders conference; Transition to Leadership; and Ministry Reflection Circles.

Responsibilities and duties:

- Envisions, plans, and ensures smooth functioning of the annual Pastors & Leaders conference, Transition to Leadership program, and Ministry Reflection Circles
- With collaborators, guides program planning and participant experience
- Schedules and organizes planning meetings, cohort gatherings, and events
- Coordinates the work of resource people and oversees relevant MOUs and payments
- Monitors program budgets for specified programs
- Problem-solves as needed in response to questions about program activities from participants, prospective participants, mentors, resource people, and conference ministers
- Oversees the process of regularly gathering, compiling, and analyzing assessment data
- Writes program reports and shares communication about the programs with the AMBS community, an advisory committee, and conference, regional, and denominational staff from MC USA and MC Canada
- Communicates with program personnel, including faculty, guest instructors, mentors, participants, and others, regarding program expectations and details
- Handles information of a confidential nature
- Attends weekly Church Leadership Center team meetings
- Attends bi-monthly AMBS staff meetings; takes occasional responsibilities for staff body (e.g., minutes, social committee)
- Assist CLC staff with other administrative tasks as needed

Qualifications and skills:

- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and supportive of the mission of AMBS.

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- Commitment to undoing racism and/or similar initiatives required
- Ability to appropriately navigate cultural and other differences
- Master's degree from an accredited seminary
- Commitment to the Church Leadership Center's mission of enriching and developing current and future church leaders
- Passion for joining an Anabaptist learning community
- Strong and healthy communication skills – interpersonal, written, and spoken
- Strong computer skills and eagerness to learn new programs
- Knowledge of Microsoft Office and Google Suite required
- Ability to organize efficiently and work carefully with detail
- Ability to initiate appropriate work
- Availability to work on campus
- Knowledge of Mennonite Church USA and Mennonite Canada structures, conferences, personnel, etc., a plus

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply

Please submit resume, cover letter, and the names of three references that are not current AMBS employees to:

Carla Robinson, Assistant Director of Human Resources & Payroll - HR@ambs.edu or mail to 3003 Benham Avenue, Elkhart, IN 46517

July 1, 2026