

POSITION DESCRIPTION

TITLE: Central District Conference, Coordinator of Church Safety (Provisional)

REPORTS TO: Conference Minister

PRIORITIES: Serve as the Conference Safety Liaison to MC USA, oversee Healthy Boundaries Training, and Coordinate Annual Clergy Review Process

FTE: This position is paid on an hourly basis and is not to exceed a total of 400 hours prior to June 30, 2026. The position will be evaluated prior to March 31, 2026.

DUTIES AND RESPONSIBILITIES (Yellow highlights represent MC USA Church Safety Liaison roles)

1. Serve as the Conference Safety Liaison as defined by Mennonite Church USA
 - Attend regular abuse prevention and response trainings with the Denominational Minister for Church Safety (DMCS)
 - Facilitate abuse prevention and response training for congregations
 - Maintain a deep working knowledge of the clergy abuse policy
 - Understand and execute the Liaison role of the response prong of the clergy abuse policy. (This includes assisting the DMCS with investigations and determining if an outside investigator is needed.)
 - Complete a total of 10 hours of outside abuse prevention and response training on an annual basis
2. Oversee and coordinate Healthy Boundaries Training for all CDC credentialed leaders
 - Ensure all credentialed leaders receive Healthy Boundaries Training as outlined in the Healthy Boundaries Training Policy
 - Facilitate abuse prevention and response training with new and existing clergy
 - Ensure compliance with clergy abuse policy
 - Submit training attendance and completion reports to DMCS and/or MennoData
3. Coordinate the Annual Clergy Review (ACR) Process
 - Regularly review and/or update the Annual Clergy Review form and process
 - Ensure that the ACR form is sent to and received from all credentialed leaders
 - Communicate to the Conference Minister and/or Ministerial Committee anything that may need follow-up
4. In addition to Healthy Boundaries Training, provide occasional training on other church safety topics for credentialed leaders and congregational leaders. This may include writing articles for the *CDC Connector*.

5. Attend CDC Staff Meetings, Annual Meeting, and Leadership Council meetings. Occasionally attend pastor peer gatherings and ministerial committee meetings as invited by the Conference Minister.
6. Other tasks related to the position as needed.

QUALIFICATIONS

1. Desired Skills and Attributes
 - Appreciation for CDC and MC USA polity, mission, and core values
 - Embrace Mennonite/Anabaptist theology
 - Ability to represent and articulate CDC to the broader church
 - Basic computer literacy and/or willingness to learn systems used by CDC
 - Ability to organize, plan, and carry out programs
 - Willingness and ability to travel to congregations and pastor peer gatherings
 - Excellence in communication and ability to teach
 - Interculturally competent
 - Flexibility of schedule
 - A non-anxious presence in the midst of conflict
 - Collaborative spirit
2. Education and Experience
 - Seminary or Social Sciences degree, master's degree preferred.
 - An understanding of healthy boundaries, abuse, trauma, conflict management, and church safety
 - Pastoral experience or chaplaincy is beneficial

July 23, 2025