

## Faculty Position (part time): Program Coordinator for the MDiv and MA in Ministry Leadership

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<b>Type of Position:</b>	Part-time (30%) Faculty One-year contract, with the possibility of renewal Remote or on-campus in Saskatoon
<b>Reports to:</b>	VP Academics
<b>Applications due:</b>	Review of applications will begin immediately and continue until the position is filled
<b>Start Date:</b>	Mid-June 2025

[Horizon College & Seminary](#) invites applications for a part-time (30%) faculty member who will serve as Program Coordinator for the MDiv and MA in Ministry Leadership. The role may be filled remotely, though preference will be given to someone who can serve on-site in Saskatoon.

Horizon College & Seminary is an evangelical Christian workplace that seeks to serve and partner with churches to advance God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. Horizon employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with Horizon’s mission and Code of Conduct. Located in Saskatoon, Horizon has multi-denominational partnerships and moved into a new building in January 2021.

### Job Purpose Summary

The purpose of this faculty position is to provide oversight for curriculum development as well as maintenance, pastoral care, and academic progress of students in the MDiv and MA in Ministry Leadership degree programs.

### Key Responsibilities

- Support the institution’s mission of advancing God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.
- Curriculum development and maintenance:
  - Engage in the development and evaluation of the MDiv and MA in Ministry Leadership degree programs.
  - Teach and develop ministry and/or leadership courses for the programs.
  - Oversee students’ practicum placements or Capstone Projects as necessary.
- Academic progress:
  - Provide regular contact and advice for seminary students in the MDiv and MA in Ministry Leadership degree programs regarding their overall plan for degree completion.
  - Field inquiries of potential students of the MDiv and MA in Ministry Leadership degree programs and guide them through the correct administrative processes for enrolment.
- Pastoral care:
  - Develop relationships with and provide a context for building community among students within the MDiv and MA in Ministry Leadership degree programs.
  - Provide mentorship and pastoral care of students in the MDiv and MA in Ministry Leadership degree programs as necessary.

- Serve as a member of the faculty:
  - Maintain active ministerial credentials with an evangelical Christian denomination, such as the Pentecostal Assemblies of Canada, the Christian and Missionary Alliance, the Church of God in Canada, or the Canadian Conference of Mennonite Brethren Churches.
  - Participate in college chapels.
  - Collaborate with other staff to support the well-being of the institution.
  - Participate in regular faculty, staff, and other committee meetings.
  - Engage in ongoing professional and scholarly development.
  - Attend the graduation rehearsal, exercises, and banquet.
  - Represent Horizon for development purposes in constituency churches and denominational events periodically throughout the year.
  - Regularly attend and maintain membership in a local church.
  - Engage in service to the local church or a denomination.

### **Qualifications**

The ideal candidate will have:

- a doctorate in a field relevant to the MDiv and MA in Ministry Leadership degree programs.
- strong commitment to [the Evangelical Fellowship of Canada's statement of faith](#).
- significant ministry experience in a local church.
- ministry credentials with an evangelical denomination, such as The Pentecostal Assemblies of Canada, The Alliance Canada, the Church of God in Canada, or the Canadian Conference of Mennonite Brethren Churches.
- demonstrated spiritual maturity.
- excellent written and verbal communication skills.
- high administrative and organizational skills.
- basic computer literacy to work with and learn various computing platforms.

### **Applications**

To apply, please submit the following (additional documents maybe requested):

- Cover letter.
- Curriculum Vitae.
- Oral presentation examples: links to videos of recorded class lectures, sermons, or other presentations.
- References: The names, phone numbers, and email addresses of three or four references. Two references should be pastoral references and at least one should be academic.

Applicants should submit their application package, preferably in PDF format, to [assistant@horizon.edu](mailto:assistant@horizon.edu) with "Program Coordinator Application" in the subject line.

Review of applications will begin immediately and continue until the post is filled.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.