



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **DIRECTOR OF CONTEXTUAL FORMATION**

#### **INSTITUTIONAL SUMMARY**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ.

Pittsburgh Theological Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

#### **POSITION SUMMARY**

Reporting to Dean of Community Life and Formation, the Director of Contextual Formation is a full-time position providing administrative oversight and responsibility for the field education program; serves as a member of the cross-institutional hybrid implementation team planning and implementation of hybrid gatherings contextual engagement activities (with leadership responsibility); and assists in the planning of additional contextually formative activities for students in credit bearing programs.

#### **ESSENTIAL RESPONSIBILITIES**

The duties and responsibilities of this administrative appointment include, but are not limited to, the following:

- Works with the Dean of Faculty, the Dean of Community Life and Formation, and relevant faculty committees to evaluate and enhance the field education program, particularly in relation to the vocational formation of students and planning for field education in the context of the hybrid master's program.
- Supports and works constructively with faculty teaching Field Education I and II in assessing the effectiveness of these courses in relation to program learning outcomes and implementing changes as warranted.



- Orients students to the field education program, encouraging them to make the most of the opportunities for learning in field settings.
- In consultation with the Dean of Community Life and Formation, organizes and oversees the placement of students in field education through pastoral conversations, discerning which placement would be most formative considering the student's unique call to ministry.
- Continue building a national network of Field Education placement sites and supervisors for the hybrid master's program.
- Prepares and administers the departmental budget and field education stipends.
- Recruits site supervisors and equips them to guide and assess field education students in relation to the learning outcomes of the relevant academic program.
- Serves as a co-lead on the cross-institutional hybrid implementation team.
- Develop an effective training program to identify and support a national network of field education supervisors.
- Collaboratively plans and implements contextual engagement activities for the hybrid gatherings with others under the leadership of the Associate Dean of Students and Formation.
- Assists in the planning of additional contextually formative activities for students in credit bearing programs as needed.
- Prepares necessary reports for various constituents within the Seminary (Board of Directors, Faculty, etc.).
- Participates in relevant professional organizations.

### **QUALIFICATIONS/REQUIREMENTS**

- Strong service orientation.
- Ordained ministerial experience with gifts in pastoral care, discernment, leadership development, and administration.
- Excellent communication and interpersonal skills.
- Knowledge of theological literature and resources relevant to the practice of ministry in a variety of settings.
- Demonstrated analytical and organizational ability.
- Able to work independently and as part of a team.
- Working knowledge of Microsoft Office suite, Outlook, and Zoom.



## **EDUCATION/TRAINING/EXPERIENCE**

### **Required**

- Completion of a theological degree (e.g. M.Div., D.Min.) from an accredited theological school is required.
- A minimum of four years of experience in ministry since receiving the first theological degree.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.
- Ordination from a recognized religious institution.

### **Preferred**

- Experience working in a higher education, non-profit, or church setting.

## **WORK ENVIRONMENT**

Hybrid: in office three days per week (T-Th); remote work two days (M & F). Some weekends and evenings required, depending upon the needs of the Student Formation Office. Travel to field education sites may be required.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

## **TO APPLY**

Interested candidates should submit a cover letter, a current resume, and the names and contact information for three references to [careers@pts.edu](mailto:careers@pts.edu).

Review of applications will begin on May 18, 2026 and the position is anticipated to start June 29, 2026. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.