



Christian Conference of Asia

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9 March 2025

To:

All CCA Member Churches and National Christian Councils/ Council of Churches (NCCs)

CCA General Secretary - Call for Nominations/Applications

The Christian Conference of Asia (CCA) calls for nominations/applications for the position of General Secretary. The position of CCA General Secretary is of the greatest importance and requires a person with the highest standards of efficiency, competence, and integrity, as well as a firm commitment to the purposes and principles of the Church and the ecumenical movement.

The ideal candidate should possess a deep understanding of the diverse Christian traditions, ecumenical theological insights, socio-economic and political contexts, and the ability to demonstrate visionary leadership in Asia and the international arena. The successful candidate must have the ability to engage effectively with various stakeholders in both ecclesial and ecumenical constituencies as well as with multilateral stakeholders including governments.

The position is open to men and women, lay or ordained. This is a senior position, involving international ecumenical leadership in the Asian ecumenical movement. The General Secretary is based at the headquarters of CCA in Chiang Mai, Thailand.

The Search Committee constituted as per the stipulations in the Constitution of CCA is mandated with the task of selecting, shortlisting, interviewing, and recommending suitable candidates for final voting and election by the Executive Committee. The Search Committee encourages CCA member churches and councils to nominate suitable candidates and send their nominations/ applications to the Convenor of the Search Committee with appropriate endorsements and recommendations. The deadline for submitting completed applications, along with all required documents proving credentials, is 2 June 2025.

Address: Dr. Anna Alisha Mathew Simon; No. 21, Lorong Samarinda 20B, Taman Mesra Indah, 41000 Klang, Selangor Dahrul Ehsan, Malaysia. Email: gssearch@cca.org.hk; WhatsApp/ Tel: +60-176382993.

Nomination guidelines and eligibility criteria for the position, including details of the position and other terms and conditions, are attached to this notification. The shortlisted candidates will be invited to attend an in-person interview, and the final election process will be completed towards the end of July 2025. The incoming General Secretary is expected to spend a few months in office with the current General Secretary before officially assuming the position on 15 January 2026.

Any additional information needed can be obtained from the Convenor of the Search Committee:
gssearch@cca.org.hk

In Christ's service,

Dr. Anna Alisha Mathew Simon
Convenor, CCA General Secretary Search Committee &
Vice Moderator of CCA



Christian Conference of Asia (CCA)

Criteria for the search and selection process of the CCA General Secretary

CCA General Secretary Position – Job Description

The CCA is a regional ecumenical organisation with more than 60 million members in the constituencies – through its 99 Christian denominations/national churches and 15 national councils of churches – across Asia from Iran in the west to Japan in the east, and from Nepal in the north to New Zealand in the south.

The position of CCA General Secretary is one of the most important roles, requiring a person with the highest standards of efficiency, competence, and integrity, as well as a firm commitment to the purposes and principles of the Church and the ecumenical movement. The ideal candidate should possess a deep understanding of the diverse Christian traditions with ecumenical theological insights, sensitivity on socio-economic and political contexts, and the ability to demonstrate visionary leadership in Asia and international arena. He/she should have the ability to engage effectively with various church and ecumenical partners and multiple stakeholders in both ecclesial and ecumenical constituencies as well as governments and multilateral organisations in Asia.

Functions of the General Secretary

As the chief executive officer (CEO) of CCA, the General Secretary is responsible for the overall operation and administration of the Christian Conference of Asia to:

- a) Give expression to CCA's ecumenical agenda and its commitment to work for Christian unity in Asia and with other ecumenical partners globally;
- b) Provide strategic leadership within the Christian Conference of Asia in fulfilment of its advocacy mission (lobbying, campaigning and awareness raising);
- c) Represent the CCA as its main spokesperson in international fora;
- d) Lead its staff, coordinate its finances and programmes, and execute all decisions in accordance with the provisions of the Constitution;
- e) Make arrangement and undertake preparation for all meetings of the Officers, Executive Committee, General Assembly, and to ensure that minutes are properly taken and to maintain all minutes, books, and records of the CCA;
- f) Promote the work of the CCA, build and strengthen relationships with its member churches and councils, and to encourage them to plan and engage in joint action and work that manifest their unity in Jesus Christ;
- g) Encourage churches and councils to share their resources with the CCA and the programmes of the CCA;
- i) Interpret the life and work of the CCA and build and strengthen relationships with other regional and global ecumenical movements, and with other Christian churches and bodies that are not members of the CCA;
- j) Interpret the life and work of the CCA and build and strengthen relationships with people of other faiths and ideologies and with inter-religious organisations in the region and the world;



k) Share information widely about the work and mission of the CCA with member churches and councils, as well as with the broader ecumenical movement.

Duties and Responsibilities of the CCA General Secretary

In fulfilling the functions set out in Article 7 of the Constitution, the General Secretary shall be the chief executive officer of the CCA.

Functions of the General Secretary include:

- a) As the Chief Executive Officer, the General Secretary is responsible for the overall operation and administration of the CCA, to lead its staff and coordinate its finance and programmes and to execute all decisions of the General Assembly and the Executive Committee subject to the provisions of this Constitution.
- b) To make arrangements and undertake preparation for all meetings of the Officers, Executive Committee, Programme Committee, and the General Assembly, and to ensure that all minutes, books, and records of the CCA are properly maintained.
- c) To promote the work of the CCA; build and strengthen relationships with its member churches and councils, to encourage them to plan and engage in joint action and work that manifest their unity in Jesus Christ.
- d) To encourage churches and councils to share their resources with the CCA and the programmes of the CCA.
- e) To interpret the life and work of the CCA and build and strengthen relationships with:
 - 1) other regional and global ecumenical movements and with other Christian churches and bodies that are not members of the CCA;
 - 2) people of other faiths and ideologies and with inter-religious organisations in the region and the world.
- f) To share information as widely as possible concerning the work and mission of the CCA with CCA member churches, councils, and the wider ecumenical movement.

Other responsibilities include:

- a) Raise funds from member churches and councils, partner churches and agencies, both within and outside Asia in the development of financial resources.
- b) Invest funds upon the instructions of the Finance Committee.
- c) Maintain accounting records and prepare periodic Statements of Accounts and Balance Sheets as directed by the Finance Committee or Executive Committee, and report thereon when required to the Honorary Treasurer.
- d) Arrange the annual audit of accounts.
- e) Prepare financial forecasts for the Finance Committee and the Executive Committee.
- f) Prepare an annual budget and projected budgets in accordance with the Constitution and the Rules and Regulations of the CCA.
- g) Supervise, with the Treasurer, the implementation of the budget by staff and exercise budgetary control together with the Finance Committee.
- h) Monitor programmes and co-ordinate their projects and activities to effectively implement the policies and programmes guidelines laid down by the Executive Committee.
- i) Initiate, in conjunction with programme staff, inter-departmental programmes.
- j) Promote CCA programmes, projects and concerns among member councils and churches.
- k) Engage in constant and sustained contact with the life of member churches and councils and develop and implement a programme of activities that will strengthen relationships with them and enhance mutual understanding of and participation in each other's life and work.



- l) Develop and undertake activities that will build and strengthen relationships with and mutual participation in the life and work of churches and Christian bodies that are not members of the CCA.
- m) Develop and maintain relationships with organisations that have programmes whose objectives are similar to those of the CCA.
- n) Share information with member churches and councils as widely as possible by use of appropriate communication mechanisms.
- o) Network with member churches and councils through information sharing about CCA work and their own ministries and mission so that the mission of God in Asia is supported by effective communication and wholesome relationships within the region.
- p) Carry out other activities as may be required by the General Assembly/Executive Committee.

Selection Criteria

Candidates will be required to address the following selection criteria in their applications:

- Demonstrate a clear understanding of the Vision and Mission of the CCA and articulate a clear vision for the future of the CCA.
- Able to faithfully represent Asian aspirations in Christianity.
- Demonstrate a leadership style which is collaborative and transparent.
- Able to demonstrate financial integrity and responsible stewardship of resources.
- Demonstrate an understanding of and commitment to Ecumenical ideals in Asia and the world in general.
- Able to demonstrate pastoral skills to encourage the best possible outcomes for staff members.
- Able to work effectively to maintain gender, age, denominational, and regional balances in the life and activities of the CCA

Qualifications and Skills - Expectations:

CCA functions, in many ways, as an organisation which supports and supplements the work of the member churches and councils. In many instances, these Churches and Councils look toward the CCA for guidance and direction. As such, candidates should have post-graduate qualification in theology and/or in relevant discipline. In addition, the following suitable qualities for the position:

- A thorough understanding of the Vision, Mission, and Goals of the CCA, and a willingness to work within that framework.
- Ability in financial management and an understanding of accounting procedures.
- Ability to engage in administrative processes of governance that are transparent and accountable.
- Relevant theological knowledge, especially with respect to the various theological traditions represented within the CCA.
- Strong personal commitment to the mission of the Church in Asia and in the world.
- Significant experience working in church-related and ecumenical organisations.
- Significant experience in personnel and programme management.
- Ability to communicate effectively in English.
- Shall be below 60 years of age on the date of assuming duties.

Faith and Ecumenical Commitment:

- Commitment and response to the call of Christ to Mission and Evangelism.
- An understanding of Asian ecumenism, including the fact that the CCA serves the churches in Asia.
- Commitment to advocacy as a prophetic mission in the ecumenical network.
- Ecumenical commitment and familiarity with the structured life of the churches and of the ecumenical movement.
- Working with the churches and related organisations to encourage unity and support a more just society with kingdom values.



Leadership Style

The applicant should:

- Have the ability to work in a team with the objective of promoting the Vision and Mission of CCA.
- Have the ability to work independently and collaboratively.
- Be a person of compassion, humility, integrity, and graciousness.
- Have the ability to be a decisive, involved leader who is organised and efficient.
- Have the ability to manage multiple complex tasks.
- Have the ability to work within a collegial model of administration and decision-making.
- Have a wide range of understanding about the issues and challenges within Asia.

Relationship with Churches and Ecumenical Movements:

The constituency within which CCA works and functions is basically the Church and related ecumenical organisations. Therefore, it is important for the candidate to have a special interest in developing working relationships with the Church and ecumenical movements.

It is important that the candidate:

- Must be an active member in good standing of one of the member churches of CCA and WCC;
- Has a clear knowledge of the different Church traditions, especially those other than his/her own;
- Has the endorsement of his/her Church and related NCC;
- Is someone who is generally attested to be a person of integrity and deep Christian commitment and spirituality.

Collegiality:

The General Secretary is the team leader of the CCA staff. Therefore, a candidate for the post of General Secretary must be able to:

- Provide guidelines for effective implementation;
- Work with other staff members as a team;
- Be open to constructive critical feedback from colleagues and member Churches and Councils;
- Have an appreciation for cultures other than his/her own and work within a multi-cultural context;
- Understand wider issues and concerns in the Asian context.

The candidate must:

- Have an awareness of Asian cultural diversity in all its forms.
- Have a thorough understanding of contextual and political issues in Asia.
- Have an awareness of Asian social issues such as gender justice, human rights, and ecological issues.
- Be a member of a CCA member church or a member of one of the member councils affiliated to CCA.
- Be a citizen of one of the Asian countries in CCA's operational jurisdictions.

Requirements

Application of a candidate must be:

- Endorsed and recommended by the leadership of the CCA member church of which the applicant is a member, or a member of a member church in a particular NCC of CCA.



- A post-graduate degree, preferably a PhD.
- Fluent in English, and strong communication skills.
- Knowledgeable about the CCA and demonstrate his or her commitment to CCA's aims and vision as stated in the CCA Constitution, with deep knowledge of ecumenism and the ecumenical movement, Asia's geopolitical issues, inter-religious contexts, as well as sensitivity to ecclesial, ecumenical and political issues pertinent to Asian ecumenical contexts.

Terms and Conditions

- ✓ Accountability: To the Executive Committee and the General Assembly
- ✓ Term of Contract: Five (5) years starting from 15th January 2026
- ✓ The age of the elected candidate should not exceed 60 years when the position begins on 15 January 2026.
- ✓ Employment location: CCA headquarters in Chiang Mai, Thailand
- ✓ Salary and housing allowances will be recommended by the Personnel Committee and the Finance Committee and fixed by the Executive Committee based on the experiences and qualifications of the candidate according to CCA's staff emoluments policy and guidelines.
- ✓ Deadline for receiving the Applications with necessary documents of church/NCC endorsements: 2 June 2025

Application for the position should have following components:

1. Letter of Application
2. Statement by the candidate on vision and motivation to lead CCA with integrity leadership
3. Letters of recommendations/endorsements by heads of the candidate's own church and home country NCC
4. Copies of Degree/Diploma Certificates to prove academic qualifications
5. Medical Certificate to prove health conditions
6. Recent photograph

Referees: The names, professions, positions, and contact information of four (4) referees should be sent to the Search Committee together with the application. Each referee should be able to address the candidate's personal, professional, church, and ecumenical strengths.

Referees' reports or recommendations need not be sent with the application. They will be contacted directly by the Search Committee at a later stage, when necessary.

The application, along with all necessary documents, should be sent directly by both e-mail and hard copy to:

**Dr Anna Alisha Mathew Simon
Moderator of the Search Committee for CCA General Secretary
No. 21, Lorong Samarinda 20B,
Taman Mesra Indah,
41000 Klang, Selangor Dahrul Ehsan,
Malaysia**

Email: gssearch@cca.org.hk