

ASSOCIATE DIRECTOR OF WORKSHOPS

I. Title: Associate Director of Workshops

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning Workshops on Biblical Exposition in particular contexts.

IV. Definition: He shall report to and be under the direct supervision of the Director of Workshops. He shall be also responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - lead workshops
 - travel to and instruct at 4-6 Workshops per year
 - train instructors and small group leaders
 - with the Director of Ministries and Director of Workshops, recruit and train instructors for specific Workshops
 - establish and maintain relationships with specific Workshop leaders
 - coordinate workshops
 - in collaboration with the Director of Workshops, design and implement the CST vision for a portion of the Workshop portfolio
 - establish and maintain relationship with hosts and small group leaders
 - oversee all details (transportation, lodging, etc.) for specific Workshops
 - coordinate follow-up with specified Workshop participants
 - implement quality control metrics (with Director of Workshops)
 - maintain efforts to standardize Workshop procedures
 - direct the collection and study of specified Workshop participant data

VI. Other Responsibilities

- as assigned by the Director of Workshops, the Director of Ministries, the Executive Director, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word



- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- bachelor's degree or equivalent experience in relevant field
- ten years of significant and relevant experience in pulpit ministry and regular ongoing pulpit opportunities
- strong organizational and management skills
- strong oral and written communication skills
- ability to work independently and with others
- proficiency in office computer software (productivity software, email, etc.)
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST