

DIRECTOR OF MINISTRIES

I. Title: Director of Ministries

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. The Director shall be given specifically to the raising up of “proclaimers of the gospel of our Lord Jesus Christ.”

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST). He shall also endeavor to work in a capacity such that the Executive Director, Chairman of the Board, and Board of Directors are freed to engage in other responsibilities/activities.

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

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - design and implement *big picture* strategy
 - supervise and direct the Workshop staff and volunteers in:
 - recruiting and training new Workshop instructors
 - establishing and maintaining relationships with Workshop host churches
 - securing and communicating with Workshop leaders
 - maintaining effort to standardize Workshop procedures
 - implement quality control metrics
 - participate in leadership of events
- Online Courses
 - design and implement *big picture* strategy
 - supervise and direct the training staff and volunteers
 - producing, developing, and administering Online Courses
 - executing Simeon Model training implementations
 - developing Simeon Model/Online Course curriculum documentation
 - implementing quality control metrics
- Residential Training
 - oversee all residential training course planning and operations
 - produce transferable curriculum
 - manage staff and quality controls

- Gospel Resources and Partnerships
 - produce or assist in the writing and production of all new resources
 - establish and maintain relationships with resource partner organizations
 - define criteria for resource selection and production
- Simeon House/Research
 - continue exploring activities for Simeon House, including the initial Library collection and establishing contact with first group of scholars/students
- Operations, Advancement, Finances, and Communications
 - design and implement big picture communications strategy
 - assist the Executive Director and work with the Director of Advancement Operations to plan and execute all development and communications strategies

VI. Other Administrative Responsibilities:

- coordinate and supervise any consultant, interns, volunteers, or other staff
- coordinate operational reporting for all CST activities, including annual Board meeting

VII. Other Responsibilities

- as assigned by Executive Director and the Board of Directors

VIII. 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

IX. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- master's degree or equivalent experience in relevant field
- ten years of relevant ministry experience
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST