

DIRECTOR OF WORKSHOPS

I. Title: 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. 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), specifically the Workshops on Biblical Exposition.

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

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - lead workshops
 - travel to and instruct at several Workshops per year
 - manage workshops staff
 - manage Workshops staff in the coordination of all Workshops
 - with the Director of Ministries, provide vision and guidance to the Workshop staff
 - with the Director of Ministries, complete performance reviews of the Workshop staff
 - train instructors and small group leaders
 - design and implement strategy for recruiting and training instructors for Workshops
 - design and implement strategy for improving quality of Small Group Leaders
 - coordinate workshops
 - with the Director of Ministries, design and execute Workshop strategy
 - establish and maintain relationships with Workshop leaders
 - establish and maintain relationships with strategic pastors and create a context for community among all Workshop participants
 - establish and maintain relationships with Workshop hosts
 - with Administrative staff, coordinate all Workshop planning with the hosts
 - with Administrative staff, administer details (transportation, etc.) for Workshops
 - implement quality control metrics
 - maintain efforts to standardize Workshop procedures
 - coordinate filming and film production related to Workshop events
 - coordinate follow-up with Workshop registrants
 - direct the collection and study of Workshop registrant data

- Online Courses
 - strategically contribute or organize the production of material to the online platform as requested
 - other responsibilities as assigned
- Gospel Resources and Partnerships
 - establish and maintain relationships with resource partner organizations
 - define criteria for resource selection and production
 - other responsibilities as assigned

VI. Other Responsibilities

- as assigned by 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)
- master's degree or equivalent experience in relevant field
- five 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