

ASSOCIATE DIRECTOR OF INTERNATIONAL WORKSHOPS CHAIRMAN OF THE CANADIAN BOARD

I. Title: Associate Director of International Workshops (Asia), Chairman of the Canadian Board

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 the international 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 (USA).

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- Lead Workshops:
 - travel to and instruct at approximately six Workshops per year in Asia
- Train Instructors/Leaders:
 - with the Director of Ministries, recruit and train Asian instructors
 - recruit and train strategic North American pastors to assist in the work of international training initiatives and events
 - establish and maintain relationships with Workshop leaders in region
- Coordinate Workshops:
 - with the Director of Ministries, design and implement the vision of the CST's international workshop portfolio in Asia
 - establish and maintain relationships with other international Workshop speakers, host churches, and small group leaders, in collaboration with the Director of Ministries and regional managers and directors
 - administer all details (transportation, lodging, etc.) for Asian Workshop leaders in coordination with regional managers and directors
 - coordinate follow-up with Workshop participants in Asia
 - implement quality control metrics (with Director of Ministries)
 - maintain effort to standardize international Workshop procedures
 - direct the collection and study of international Workshop participant data

B. Initiative: Online Courses

- responsibilities as assigned

C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Workshops and general use
- other responsibilities as assigned



D. Initiative: Simeon House and/or Chicago Course on Preaching (as needed)

- responsibilities as assigned

E. Development, Finances, and Communications

1. Donor Relations (in Canada)

- with the Board, engage donors in development processes
- provide, develop, and manage new contacts and development relationships
- with the Director of Advancement Operations and the Director of Ministries, produce promotional/development/communication materials
- with the Director of Advancement Operations, coordinate donor events

2. Development Strategy (in Canada)

- with the Board, design and implement development strategy for raising seed money for new initiatives

3. Institution-Based Development (in Canada)

- identify and approach foundations and other grant offering institutions whose funding priorities match the objectives of the CST (prospecting)
- oversee and execute all grant writing efforts
- manage organizational relationships with foundations and institutions

VI. Other Responsibilities

- as assigned by Director of Ministries, Executive Director and the Board of Directors (USA)

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
- 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