

ASSOCIATE DIRECTOR OF WORKSHOPS

Job Description

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 Ministries. He shall be also responsible to the Executive Director and the Board of Directors.

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- design and implement the vision of the Charles Simeon Trust for a portion of the workshop portfolio, in collaboration with the Director of Ministries
- lead these Workshops, traveling as able to locations and instructing as needed
- in partnership with the Executive Director, establish and maintain relationships with the Workshop instructors assigned to these workshops, and training them for instructing
- establish and maintain relationship with host pastors and small group leaders
- oversee all details (transportation, lodging, etc.) for the specified Workshop leaders
- coordinate follow-up with specified Workshop participants
- implement quality control metrics (with Director of Ministries)
- maintain effort to standardize Workshop procedures
- direct the collection and study of specified Workshop participant data

B. Initiative: Simeon Model/Simeon Course (as available)

- 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 Residential Training (as available)

- responsibilities as assigned

E. Development, Finances, and Communications

- responsibilities as assigned

VI. Other Responsibilities

- as assigned by Director of Ministries, 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 (operating system, productivity software, email, etc.)
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST