

CONTROLLER AND WORKSHOP ADMINISTRATOR

I. Title: Controller and Workshop Administrator

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 domestic Workshops on Biblical Exposition for pastors and internal financial operations.

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

- Workshop Administration (50%):
 - with the Director of Ministries, implement the vision of the Charles Simeon Trust's domestic workshop portfolio, working with the Associate Director(s) of Workshops and Workshop Administrator to do so
 - establish and maintain relationships with some Workshop speakers (as assigned), host churches, and small group leaders
 - administer all details (transportation, lodging, etc.) for domestic Workshop leaders in coordination with the Workshop Administrator
 - coordinate follow-up with domestic Workshop participants
 - implement quality control metrics (with Director of Ministries)
 - standardize and streamline domestic Workshop procedures
 - direct the collection and study of domestic Workshop participant data

B. Initiative: Online Courses

- responsibilities as assigned

C. Initiative: Gospel Resources and Partnerships

- other responsibilities as assigned

D. Initiative: Simeon House and/or Residential Training (as available)

- responsibilities as assigned

E. Financial Administration and Bookkeeping (50%)

- update and streamline financial operations
- oversee all bookkeeping functions
- assist in tracking income/expenses related to initiatives



- manage insurance programs, business relationships, and other operational systems as assigned by the Director of Ministries
- provide content and support to production of materials for reports
- assist Executive Director, Director of Ministries, and Director of Advancement Operations concerning all development and communications
- activities other 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)
- 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