

DIRECTOR OF MINISTRIES

Job Description

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 acting Executive Director. He shall be responsible to the Board of Directors.

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- design and implement ‘big picture’ strategy
- supervise and direct the workshop staff and volunteers in:
 - establishing and maintaining relationships with workshop host churches
 - securing and communicating with workshop leaders
 - maintaining ‘book table’ resources
 - maintaining effort to standardize workshop procedures
- implement quality control metrics
- participate in leadership of events (as needed)

B. Initiative: Simeon Model/Simeon Course

- design and implement ‘big picture’ strategy
- supervise and direct the training staff in:
 - producing Simeon Course on Biblical Exposition curriculum
 - implementing quality control metrics
 - developing and administering Simeon Course on Biblical Exposition
 - developing Simeon Model/Course curriculum documentation

C. Initiative: 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

D. Initiative: Simeon House (as available)

- continue exploring activities for Simeon House, including the initial Library collection and establishing contact with first group of scholars/students

E. Residential Training

- produce a business plan for the launch of a residential training course
- compose and begin executing plans for launching a residential training course

F. Development, Finances, and Communications (as needed)

- design and implement ‘big picture’ strategy



- assist the Executive Director and work with the Director of Advancement to plan and execute all development and communications strategies

VI. Other Administrative Responsibilities:

- coordinate and supervise any consultant, interns 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 experience (preferred, not required)
- proficiency in office software (operating system, 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