

## **Job Description-Draft**

<b>Job Title:</b>	Vice President of Discipleship
<b>Department:</b>	Discipleship
<b>Job Category/FLSA Status:</b>	Executive/Exempt
<b>Accountability:</b>	President
<b>Authority:</b>	Dean of Women, Director Spiritual Formation, Chaplain, Discipleship Associate, and others as assigned.

### **Position Description:**

The Vice President of Discipleship is responsible for the leadership and management of all academic and administrative aspects of the department. This position is responsible for overseeing the spiritual vitality of the student body (on ground and distance education), the faculty and staff of the College of Biblical Studies. Such oversight will involve providing discipleship, counsel and spiritual guidance when needed to these groups, organizing student and staff chapels/prayer meetings, assessment of spiritual vitality, and oversight of spiritual formation groups for students. Additionally, the position may periodically require reporting to leadership about the progress of spiritual vitality at the school.

### **Major/Essential Functions:**

- Serves as a member of the President's Cabinet to assist in providing corporate planning, strategy and other executive-level leadership responsibilities.
- Responsible for ensuring that all students, staff and faculty are in alignment and compliance with quality spiritual vitality standards that support the achievement of the desired student outcomes, strategic plan, and institutional mission.
- Prepares for and delivers education instruction in support of institutional, program and student learning goals and objectives.
- Assumes leadership in the development, implementation of plans, goals and objectives to facilitate the changes in policies, procedures and processes for spiritual formation.
- Develops and manages annual program review including integration of program plans and assessments with institutional assessment initiatives.
- Monitors program activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### **Duties/Responsibilities:**

- Leads the continuous development and evaluation of spiritual formation.
- Recruits, supervises and selects employees to assist with the process of overseeing discipleship
- Participates in academic leadership meetings
- Administrates the department budget.
- Administrates the evaluation of the department employees.
- Develops and assesses the spiritual formation objectives and outcomes in coordination with the Academic Dean and Institutional Effectiveness.
- Attends all required meetings (e.g., prayer, faculty meetings, administrative council, etc.).
- Collaborates with others in the department to design the curriculum, course descriptions, syllabi for the spiritual formation classes.

- Meets as necessary with faculty for training and development.
- Disciples, counsels and advises students, faculty and staff.
- Makes continuous efforts to improve the quality of spiritual formation by reviewing and utilizing innovative methodologies, techniques and delivery methods.
- Develops and uses a syllabus for each course within college and departmental guidelines.
- Plans, develops and employs a variety of teaching methods and materials that assist students in meeting course objectives and which are appropriate for students with differing educational and experiential background and learning styles.
- Evaluates students to measure their progress toward achievement of stated course objectives and informs them in a timely manner of their progress in the course.
- Oversees chapel and prayer meetings including but not limited to weekly staff chapel prayer meeting, universal chapels and student chapels.
- Performs related duties as required.

**Qualifications:**

Required:

- Ph.D. and/or D. Min, in a related discipline from an accredited institution of higher education and 5-7 years of related experience.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the College and able to sign statement without reservation. Complete agreement with CBS Definition of Marriage, CBS Statement on Biblical Gender Roles, CBS Biblical Statement on Sanctity of Human Life and CBS Biblical Statement on Human Sexuality.
- Flexible, cooperative attitude necessary to teach traditional and non-traditional students.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits confidence in self and others.
- Effectively influences God-centered actions and opinions of others.

Preferred:

- Ph.D. and/or D. Min, in a related discipline from an accredited institution of higher education and 5-7 years of discipleship program experience.
- Bilingual in English and Spanish (speak, read, and write)

**Equipment/Skills/Knowledge needed to perform job:**

- Excellent communication and interpersonal skills.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of FERPA and other applicable laws.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Improved assessments in student body, faculty and staff assessments related to department.
- Successful completion of curriculum design, review and improvement.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

**Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Employee is required to sit and stand and walk.
- Employee must talk and listen via face-to-face contact, telephone and electronic communications.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical academic and administrative education environment
- Able to work various schedules to support faculty, staff and students

**Security Sensitive: Yes**

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.