

WASHINGTON DC ECCLESIASTICAL JURISDICTION

Vacancy Announcement

Position Available: **DEAN, SAMUEL KELSEY BIBLE INSTITUTE**

Open Period: March 27, 2018 - April 14, 2018

Contact: Evangelist Vanessa Partin, Jurisdictional Secretary

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Office of the Jurisdictional Secretary

New Bethel Church of God In Christ

6440 Piney Branch Road, NW

Washington, DC 20012

Position Summary:

Reports to the Jurisdictional Bishop.

GENERAL RESPONSIBILITIES:

The Dean serves to provide operational leadership in the following areas:

- **Spiritual Leadership:** Teach the unadulterated Word of God to students providing a clear and concise understanding of the Bible. Foster environment where faculty and students can experience transformational growth in Christ.
- **Faculty Development:** Recruit, retain, and develop Christian faculty for various biblical courses of study who are expert in their given field. Foster environment of love, joy, peace, patience, kindness, goodness and gentleness.
- **School Growth:** Organize and promote school outreach events, fundraising, engage potential donors, engage potential students and families, promote Samuel Kelsey Bible Institute to the churches within the jurisdiction and the local community. Create an inclusive and family oriented atmosphere.
- **Discipline:** Ensure all incidences of unacceptable behavior are dealt with in a sensitive, timely and confidential manner. Resolve incidences of unacceptable behavior by means of education, counseling and reconciliation. Use disciplinary action when required as provided by student handbook.

Qualifications and Requirements:

- Education: Minimum Master's Degree in Education/Educational Leadership or equivalent; Earned Doctorate Preferred.
- A distinguished record of teaching experience in theological or higher education.
- Master of Divinity (M.Div.) or record of substantive ministerial experience in the COGIC.
- Deep commitment to the preparation of religious leaders in the COGIC in a variety of contexts
- Familiarity with the COGIC, including its polity, trends and significant issues/
- Demonstrated ability to innovate and drive change in an institutional setting.
- Demonstrated leadership qualities of integrity, fairness, openness, humility, resilience, collaboration and accountability.
- Ability to lead, inspire, motivate and supervise faculty.
- Ability to supervise all aspects of student recruitment, enrollment, admissions, registration and commencement activities.
- Experience: 7-10 years school administration preferred, along with prior teaching experience. Prior budget and Profit & Loss responsibility preferred.
- Deep knowledge of educational administration. Broad knowledge of faculty and student development theory. Conversant and supportive of the Christian Education model. Experienced in developing and growing a bible training program. Understanding of financial accountability, budgeting and reporting.
- Trustworthy, with an ability to handle personnel matters and maintain appropriate confidentiality.

How to apply:

Please submit a resume, cover letter and letter of recommendation from your Pastor, to the Jurisdictional Secretary via USPS at the following address: Washington, DC Ecclesiastical Jurisdiction, c/o New Bethel COGIC, 6440 Piney Branch Road, NW., Washington, DC 20010 ATTN: Office of the Jurisdictional Secretary or email vanessapartin@cogicdcjurisdiction.org.

Interview Process:

At the conclusion of the posting period, those selected to be interviewed will meet with the Jurisdictional Candidate Review Board for an initial interview. The finalists will then meet with the Jurisdictional Bishop individually. Once a final selection has been made, the Official Appointment to all positions will be made by Bishop Coles.