

WORD OF LIFE Bible Institute
Owen Sound, Ontario, Extension
Ministry Description

I. Position: **Bible Institute Administrator**

II. Reports to: **Associate Executive Dean**

III. Supervises: **N/A**

IV. Description: The faith missionary position of the Bible Institute Administrator is to serve the operational departments of the Bible Institute (Academics, Student Life, Ministries) to facilitate smooth operations in all areas. This role is primarily accountable for carrying out the logistical needs of the school. This will be accomplished by working together with all departments to ensure daily operations and special events are planned for and scheduled to ensure successful outcomes.

V. Qualifications:

1. Summary – Seeking an individual with spiritual gifts, professional qualifications, and leadership values conducive to the role of administrator and consistent with Word of Life.
2. Spiritual Gifts:
 - a. Administration/Ruling,
 - b. Service/Helps,
 - c. And possibly Pastor/Teacher.
3. Professional Qualifications:
 - a. Undergraduate or graduate degree,
 - b. Agreement with Word of Life doctrine, ministry philosophy, and staff positional policies,
 - c. Computer and time management proficiency,
 - d. Management ability/experience.
4. Leadership Values:
 - a. Demonstrated and growing spiritual maturity,
 - b. Desire to pursue excellence,
 - c. Commitment to ministry and support raising,
 - d. Ability to solve problems,
 - e. Commitment to community,
 - f. Self-starter initiative,
 - g. And abilities to connect and network.

VI. Responsibilities:

1. Fulfill common Bible Institute responsibilities (e.g., quiet time, church attendance, staff meetings, student discipleship, etc.)
2. Participate in Student Life Discipleship
 - a. Engage in peer discipleship/accountability opportunities
 - b. Disciple same gender students as able (consult supervisor)
3. Coordinate the Bible Institute Calendar
 - a. Determine, by meeting with all department heads, the regular recurring tasks and special events that need to be on the BI calendar, and record them there.
 - b. Ensure calendar items are carried out by creating task lists for each event and aiding their implementation.
 - c. Facilitate BI Financial Calendar.

- d. Book weekly Thursday Chapel speakers, Sunday evening speakers, special events such as other colleges wishing to come and present to our students, etc.
4. Assist Associate Executive Dean
 - a. Schedule Monthly Bible Institute presentations with pastors for the Associate Executive Dean
 - b. Help coordinate calendar and appointments
 - c. Record minutes of meetings, identify action items and follow up requirements
5. Facilitate Significant Bible Institute Events
 - a. Coordinate Opening Weekend planning and act as point person for the weekend
 - b. Coordinate Graduation planning and act as point person for the day
 - c. Coordinate Missions Conference travel and housing arrangements
 - d. Coordinate Open Air Evangelism week
 - e. Coordinate March Missions Trip
 - f. Supervise Campus transitions between BI and Camp and back again
6. Facilitate Regular Operations of the Bible Institute
 - a. Manage the TRACS required surveys (instructors, facilities, etc.) with the student body
 - b. Manage the Guest Lecturer and Guest Speaker financial process to ensure expenses are paid.
 - c. Assist in compiling and implementing the BI Strategic Goals
 - d. Oversee regular expense reporting and budget management
 - e. Assist departments with intern oversight specifically related to ensuring contract provisions are being met by both the intern and department manager.
 - f. Oversee Operations staff goals weekly communication meetings.
 - g. Assist the Associate Executive Dean to ensure weekly staff meetings are both effective and efficient through managing the communication and preparation process for staff.
 - h. Speak as needed at Sunday evening services and other on campus events as requested.
 - i. Participate on the Word of Life Property Development Committee.
 - j. Maintain regular BI Office hours Monday to Friday, 9-5 to facilitate student needs.
 - k. Ensure accurate production of the Wolbi Weekly.
7. Participate in Marketing Efforts of the Bible Institute including social media, travelling with ministry teams (including Resonate) from time to time, and recruiting students for LCM IDP candidates.
8. Participate in ongoing Personal Development including continuing education, professional development, regular monthly support raising, and quarterly spiritual resource days.
9. Other duties as requested.