



Job Title: Associate Director of Theological Education

Reports To: Residency Director

Position Status: Full time (45-50 hours per week)

Education Requirements: Working toward a ThM, DMin, EdD, or PhD; Completion Preferred

Summary of Position

The Associate Director of Theological Education is responsible for preparing ministry residents with a Master of Arts in Christian Ministry with specific responsibilities in onboarding each new cohort, managing the progress of each cohort, and nurturing the relationship with Southeastern Baptist Theological Seminary, all for the purpose of making disciples and multiplying churches.

Character:

- Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Hill Church covenant members. (Eph. 4:1)
- Fully participates in the life of the church as an active covenant member by gathering, grouping, giving, and going. (Acts 2:42)
- Submits to and supports the leadership of the church elders. (Heb. 13:17)
- Demonstrates integrity in all facets of life. (Psalms 101:2, 119:1; Prov. 10:9)
- Glorifies God with the humble use of spiritual gifts. (Rom. 12:3-8)
- Pursues an active relationship with God through prayer and the Word. (Rom. 12:12, Col. 4:2)
- Demonstrates an eagerness to repent and believe the gospel. (Matthew 3:8; Mark 1:15)
- Gives regularly and generously of time, talent, and treasure to Mercy Hill Church. (Prov. 11:24-25; Matthew 6:19-21; Acts 20:35)
- Pursues a healthy lifestyle by treating the body as the temple of the Holy Spirit (1 Cor. 6:19-20) and seeks to balance work with rest (Exodus 20:8-11; John 15:5).

Culture: Staff Tensions

1. Committed to excellence and dependent on God
2. Hungry and satisfied
3. Self-starting and team oriented
4. Fun and serious
5. Overly prepared and flexible
6. Focused and approachable

Competencies



1. Interpersonal Savvy: Relating comfortably and openly with diverse groups of people.
2. Collaborates: Builds partnerships with others to meet shared objectives.
3. Ensures Accountability: Holding self and others accountable to meet commitments.
4. Demonstrates Self-Awareness: Understands personal strengths and weaknesses.
5. Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations.
6. Directs Work: Delegates tasks, organizes tasks, and removes obstacles to get work done.
7. Communicates Effectively: Uses multi-mode communication that is prompt, clear, honoring, and professional.
8. Drives Results: Consistently achieves results, even in difficult circumstances.

Duties and Responsibilities

1. Onboarding Each New Cohort

- a. Walk each student through the admissions process in accordance with Mercy Hill's timeline and the standards set forth by SEBTS.
- b. Help each student apply for all available financial aid.
- c. Work with Mercy Hill Finance Team to insure all accounting with SEBTS is timely and correct.
- d. Help each student register for all classes in accordance with the curriculum set forth by Mercy Hill Church.

2. Manage the Progression of Each Cohort

- a. Oversee the course curriculum and structure.
- b. Keep up with all changes to syllabi.
- c. Oversee the content of all classes taught by Mercy Hill staff.
- d. Manage the assignment of courses to each instructor.
- e. Align the academic calendar with Mercy Hill's calendar while maintaining some sense of flexibility when needed.
- f. Track attendance for each class.
- g. Assist with any needed class preparation, including printing of materials, classroom set up, projection, live video feeds, etc.
- h. Submit all grades to the SEBTS registrar.

3. Nurture the Relationship with Southeastern Baptist Theological Seminary:

- a. Communicate course plans one year in advance with SEBTS
- b. Stay in contact with key SEBTS personnel.



- c. Network with related departments at SEBTS.
- d. Organize participation in SEBTS graduations.
- e. Create a hospitable environment that represents SEBTS well.

4. Additional Responsibilities:

- a. Manage the Seminary budget.
- b. Manage library circulation.
- c. Oversee all library purchasing and expansion.
- d. Maintain the library in an orderly, organized manner.
- e. Manage the content of the Residency website and blog.

5. Miscellaneous Responsibilities

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties, including but not limited to the following, may be assigned:

- Provide assistance with miscellaneous duties during the gathering, including first steps, baptisms, communion, etc.
- Host a table or serve at Weekender and/or Vision Summit events.
- Assist in various ways with large-scale events like Kids Week, Fall Launch, etc.

Physical Requirements:

Essential job function: Duties [1] through [4] are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

1. Ability to continuously stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 5 to 30 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is frequently loud.



4. May occasionally work outdoors.
5. May continuously work indoors within closed office spaces.

Office Hours and Work Schedule

1. Office Hours: Weekend Services, Monday-Thursday per the Staff Handbook's specifications.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook
3. Time Off: Refer to Staff Handbook

Organizational Relationship

- Residency Director – **Primary**
- Executive Pastor of Sending and Development – **Secondary**
- Works closely with Sending Team, Finance Team, Residents, IT Director, Communications Team
- No Supervision Responsibilities

This job description is subject to change at any time.
