

# Administration, Faculty and Staff

## Board of Directors

The ETS Board of Directors is ultimately responsible for the school's academic programs, its stability as an institution, and its finances. Nominees are presented by the Field Director to the General Director of World Missions and appointed by the World Missions Board. Board members are appointed bi-annually. The Board presently consists of 15-20 voting members. Board membership does not have a stated limitation, but traditionally Board members have been changed after eight years.

Board meetings are usually conducted over a two-day period twice each year (December and May). The Board is divided into three committees: Development/Facilities; Academics/Curriculum/Personnel; and Finances/Endowment.

### SPECIFIC DUTIES INCLUDE:

1. Shall be legislative in nature fulfilling the governance function by establishing policies that are in harmony with all policies established by the World Missions Board.
2. Shall nominate an individual to fulfill the office of President to the General Director of World Missions for his consideration. The General Director will then submit to the World Missions Board the individual of his choice as outlined by the Minutes of our General Assembly for their approval.
3. Shall evaluate along with the President members of the faculty and staff offering suggestions and direction as felt needed.
4. Shall help determine the cost of tuition and all other school fees.
5. Shall approve an annual budget for the operation of the school.
6. Shall dismiss faculty or staff not abiding by stated principles of the school.
7. Shall see that the president and faculty sign an agreement to not teach, publish, or allow to be taught anything contrary to the Declaration of Faith or any other established doctrine of the Church of God. Shall not permit any person, unable or unwilling to accept the doctrine and practices mentioned above, to be employed. In the event of the failure on the part of any faculty member to live up to the said agreement, the Board shall be authorized to dismiss said faculty member from employment with the school.

# The President

As the Director of the school, the President is responsible for the general welfare and progress of the Seminary. The President is directly responsible to the Board of Directors for the administration of the institution and indirectly accountable to the General Director of World Missions and the World Missions Board.

## SELECTION OF THE PRESIDENT:

1. After consultation with the Field Director and the ETS Board of Directors the General Director of World Missions shall nominate and the World Missions Board shall appoint.
2. Shall be appointed to a four-year term of office.
3. Shall have a budget recommended and approved by the World Missions Board.

## QUALIFICATIONS OF THE PRESIDENT:

1. Shall have a heart for Europe.
2. Shall be a committed Christian with spiritual leadership abilities.
3. Shall have faith and vision.
4. Shall be a bridge builder.
5. Shall be an experienced leader.
6. Shall be able to implement change.
7. Shall be experienced in guiding human resources.
8. German language abilities are helpful, but not required.
9. Shall be an experienced churchman who knows and believes in the Church of God.
10. Shall hold at least a Masters degree.
11. shall be exemplary of the school's goals.

## SPECIFIC DUTIES INCLUDE:

1. Shall be the chief executive of the Seminary with full responsibility for its general welfare and progress.
2. Shall prepare the agenda for each meeting of the Board of Directors, after consulting with the chairperson.
3. Shall prepare, with the assistance of the Financial Officer, an annual budget for submission to the Board of Directors.
4. Shall determine all members of the administration, faculty and staff with the Field Director and General Director.
5. Shall administer policies established by the Board of Directors.
6. Shall cooperate with the Master Plan of Education set by the World Missions Board.
7. Shall moderate all faculty meetings or appoint a moderator.
8. Shall invite chapel speakers and guest speakers for special occasions (e.g. school openings/graduation, convocation, etc.).
9. Shall stay informed of pertinent developments in the field of education, particularly those relevant to the welfare of ETS.

10. Shall work to ensure the quality of student life.
11. Shall control the administration of the budget and disbursement of funds.
12. Shall supervise fund-raising and promotional programs.
13. Shall represent ETS at denominational conventions and conferences.
14. Shall represent ETS at professional educational societies and conferences.
15. Shall determine and approve all faculty and staff positions and salaries along with the General Director, Field Director and ETS Board Chairman.

## Administrative Committee

The Administrative Committee is composed of the President, Academic Dean, Director of Graduate Studies, and the Director of the Extension Schools of Christian Ministry (ESCM). The purpose of this committee is to work with the president in the administrative oversight of the Seminary, to carry out the policies and programs established by the Board of Directors, and attend to the general welfare of the school. The committee normally meets once a month and the school president chairs the meetings. Special meetings may be called if deemed necessary by the president.

## Academic Dean

The Academic Dean serves as the academic officer of the Seminary and reports directly to the President. He or she is responsible to the President for the development and supervision of the faculty, the curriculum, instructional processes, academic records, academic resources, and the recognition of student achievement by the faculty culminating in the awarding of the appropriate certificates, diplomas, etc. The Academic Dean shall perform any official functions assigned by the President and may also serve as the Director of Graduate Studies.

### SPECIFIC DUTIES INCLUDE:

1. Shall serve as a member of both the administration and the faculty.
2. Shall serve on the school's Administrative Committee.
3. Shall be responsible for the academic advising of faculty.
4. Shall be responsible for the assessment and approval of academic transfer credit.
5. Shall approve special student status.
6. Shall prepare annual reports and required information for the German educational authorities.
7. Shall recommend faculty teaching assignments to the President each semester.
8. Shall prepare and publish a current general prospectus for the school.
9. Shall chair the annual curriculum review by faculty.
10. Shall supervise the administration of the library and its budget.
11. Shall supervise, in cooperation with the president, the annual faculty evaluation and review.

# Director of Graduate Studies

The Director of Graduate Studies shall be accountable and report directly to the President of the European Theological Seminary. The Director shall have full faculty status at ETS and serve on the Administrative Committee that shall oversee the graduate program, its policies and procedures, and its coordination with the undergraduate program at ETS and the graduate program of Lee University, Cleveland, TN: (USA). The Administrative Committee shall also serve as the on-site Admissions, Retention, and Scholarship Committee for graduate studies.

The primary responsibility of the director shall be to provide on-site administration of recruitment, advertisement, admissions, records, scholarships, advising, faculty coordination, orientation, scheduling, and office management for graduate studies. The Director shall maintain contact with the Academic Dean and graduate program directors at Lee University in Cleveland regarding the status of the graduate courses and compliance with the requirements and management of the program in Cleveland.

## **SPECIFIC DUTIES INCLUDE:**

1. Shall send, receive, and process applications for graduate studies.
2. Shall assume responsibility for the translation of materials and courses (e.g. manuals, handbooks, applications, lectures, exams, papers, etc.).
3. Shall oversee arrangements with graduate, theological institutions near course sites (or where students are doing distance learning) for access to library resources.
4. Shall ensure the coordination of record keeping between ETS and Lee University.
5. Shall coordinate travel, housing, and honorariums for visiting professors.
6. Shall oversee the quality and distribution, of courses, syllabi, course outlines (distributed in advance), the ordering of texts, and the determination of whether courses have an adequate number of registrants or need to be cancelled.

# Dean of Studies

The Dean of Studies assists the Academic Dean in the day-to-day running of the academic programs.

## **SPECIFIC DUTIES INCLUDE:**

1. Shall be responsible for the academic advising of students.
2. Shall recommend faculty teaching assignments to the Academic Dean each semester.
3. Shall coordinate and prepare class schedules, calendar, and timetable each semester.
4. Shall plan and supervise orientation of new students.
5. Shall maintain academic records for the school and its students.
6. Shall maintain, update, and expand the Student Information System.
7. Shall supervise semester and final grade reports.
8. Shall coordinate and supervise semester and final examinations.

9. Shall supervise the Moodle Platform and prepare all necessary Feedback forms, create Student accounts and courses, sign up students for their classes, helping Faculty set up their courses.
10. Shall keep records of the evaluations of Faculty.
11. Shall prepare the annual reports for the Accreditation agency and go to the biannual accreditation meetings to be informed about the accreditation requirements and their implementation.
12. Shall create, update, and maintain the various Handbooks, Forms, and Catalogues.
13. Shall create, update, and maintain the school website.
14. Shall develop and maintain the online platform for online studies.
15. Shall assist in teaching courses and evaluating thesis.
16. Shall maintain the Library Management System.
17. Shall develop and present curriculum changes and adaptations to the academic dean.

## Director of the Extension Schools of Christian Ministry (ESCM)

The Extension Schools of Christian Ministry offer foundational courses in Bible, theology, and practical ministries to mature Christians who wish to prepare for Christian Ministry or to improve their ministry skills. They are offered under the auspices of the European Theological Seminary Department of External Studies and the standards set forth in the ESCM Handbook. The ESCM Director is responsible for the coordination of this program and the maintenance of the criteria set forth in the Handbook.

### SELECTION AND QUALIFICATION:

The ESCM Director shall be nominated by the ETS President, approved by the Field Directors of Eastern and Western Europe, and appointed by the ETS Board of Directors for a two-year term. The Director shall answer directly to the ETS President. He or she shall also serve on the ETS Administrative Committee and hold full faculty status. The Director would normally hold a master's degree or its equivalent, have cross-cultural experience and be thoroughly familiar with Church of God doctrine and polity.

### SPECIFIC DUTIES INCLUDE:

1. Shall help develop, review, and implement a standard curriculum for the ESCM Program.
2. Shall coordinate and supervise the program and assist national ESCM directors in planning and implementing the program on the national level.
3. Shall maintain a close working relationship with the regional coordinators and the European Education Committee.
4. Shall serve as a liaison between ETS and national Bible Schools (and other training programs) throughout Europe and the Middle East (assisting, strengthening, and maintaining high academic standards as well as emphasizing the spiritual development of

- those being taught).
5. Shall help to identify students who should come to ETS for advanced training.
  6. Shall periodically teach in extension centers so as to gain first-hand information about the progress and needs of the program.
  7. Shall keep the President of ETS, the Field Directors, and the World Missions Education Coordinator informed about developments in the ESCM program (perhaps even a newsletter).
  8. Shall help to identify textbooks, course materials, and secure writers for curriculum materials as needed and applicable.
  9. Shall draft and oversee the use of instruments of evaluation for the ESCM program so that the program(s) can be periodically evaluated.
  10. Shall stay informed regarding trends, methods, and improvements in the area of distance learning so as to keep the ESCM program in the vanguard of quality programs.
  11. Shall promote and assist in establishing and strengthening national libraries as needed and possible.

## Director of Practical Ministries

Active involvement in practical ministries is an integral part of one's preparation for ministry at ETS. Practical ministry involvement is not seen as a supplement to one's studies but as an integration of the truths and principles learned in the classroom with practical application in real ministry situations. The intent is to prepare students for complete ministry in the work of the Lord. The practical ministries program at ETS is divided into three categories: Supervised Ministries, Summer Practicums, and the fourth year Professional Internship.

**Selection and Qualification:** The Director of Practical Ministries shall be nominated by the President of ETS and approved by the Board of Directors. He or she shall answer directly to the school president. The primary qualification for this position is practical ministry experience and a heart for ministry involvement. The overall responsibility of the Director of Practical Ministries is to organize, coordinate, and oversee all practical ministries activities of ETS students.

### **SPECIFIC DUTIES INCLUDE:**

1. Shall provide orientation to all students regarding practical ministries' responsibilities.
2. Shall place, supervise, and evaluate students in their practical ministry assignments.
3. Shall regularly debrief students regarding the progress, difficulties, etc. they are experiencing in their Field Ministry assignment.
4. Shall provide, receive, and process report/evaluation forms from students and mentors fulfilling practical ministry assignments.
5. Shall approve all changes in Field Ministry and internship assignments.
6. Shall oversee the progress and successful completion of the Senior/internship paper (through the assistance of faculty tutors).
7. Shall maintain regular contact with students and mentors involved in supervised ministries, summer practicums, and internships and report regularly to the President and

the faculty regarding their progress, unusual circumstances, difficulties, etc..

8. Shall regularly encourage prayer on behalf of those involved in practical ministry activities.

## Campus Pastor

The campus pastor shall be nominated by the president and approved by the ETS Board of Directors. He or she shall be directly responsible to the president and work closely with the president with regard to the spiritual life of the school.

### SPECIFIC DUTIES INCLUDE:

1. Weekly spiritual life events, require the attendance and participation of students to fulfill expectations for Community & Spiritual Formation. Allot consequences to students who do not fulfill these expectations, such as failing them in Community & Spiritual Formation or sending them to the disciplinary committee.
2. Concerning devotions: assign speakers and translators, moderate announcements, and provide feedback for student devotions
3. Concerning cell groups: appoint leaders and create groups. Determine the efficacy of each cell group agenda and require change if necessary.
4. Concerning chapel services: assign speakers, translators, and students for any speaking opportunities. Moderate chapel services. Determine the recipient in case of a financial offering.
5. Concerning the ETS mentorship progra:, assign or reassign mentor (faculty/staff) and mentee (students) relationships each semester. Specify requirements for the meetings. Correct or remove mentors who are not meeting the requirements.
6. Chair the Spiritual Life Committee meetings. This includes making decisions based on discussion points from the agenda; also, determines and implements the semester theme.
7. All responsibilities mentioned above fall under the supervision of the seminary president, whose approval is required for execution each semester.
8. Concerning pastoral care: provide pastoral counseling for students, faculty, and staff. Address students concerning relationship topics. Mediate conflicts between students that do not require a formal response from the seminary. Evaluate student progress and address concerns in Christian conduct. Report significant updates to the seminary president.

## Administrative Assistant

The Administrative Assistant shall be nominated by the president and approved by the Board of Directors. The Board of Directors shall set the salary and terms of employment for the Administrative Assistant. He or she shall be directly responsible to the president and shall consult regularly with the president regarding areas of responsibility. Upon request of the president, the Administrative Assistant shall meet with the Administrative Committee and/or faculty for the

purpose of consultation and reports.

## **SPECIFIC DUTIES INCLUDE:**

1. Shall assist the president with day-to-day administrative duties, including correspondence, business, and church-related contacts, and the internal affairs of the school. This shall include the opening and dispatching of school mail and correspondence, answering the telephone and sending faxes, making travel and accommodation arrangements for official school business.
2. Shall work closely with the president and academic dean on assignments relating to special meetings, conferences, J-terms, and graduate courses.
3. Shall assist with planning, promoting, and implementing summer programs and special events.
4. Shall serve as the financial officer of the school supervising the following:
  - Keeping full and proper records of income and expenditures, bank accounts, and endowment funds
  - Working with the president to prepare the annual budget
  - Providing balance sheets and reports to the Board of Directors
  - Collecting and recording fees and payments to the school
  - Advising students as to their financial obligations, providing them with statements of their accounts, making liaison with BAFöG and student sponsors
  - Payments of salary to faculty and staff and the consequent taxes and insurance payments
  - Approving all school purchases (major purchases and disbursements over 50 Euro must have the approval of the president)
  - Overseeing medical and liability insurance for students and insurance coverage for the school (building, equipment, vehicles, etc.)
5. Shall work closely with the president in the area of public relations.
6. Shall oversee the use and maintenance of computers and office equipment, and the purchase and distribution of office supplies.
7. Shall work closely with government offices on behalf of the school and students.
8. Shall coordinate and oversee student help in the office.
9. Other tasks assigned by the president

## **House and Events Manager**

It is within the President's authority to appoint the House and Events Manager (shortened to "House Manager"). This individual will be directly accountable to the President and shall consult regularly with the president regarding areas of responsibility.

## **SPECIFIC DUTIES INCLUDE:**

1. Gives direct oversight to the Dormitory Supervisor, the Cook, and kitchen personnel.

2. Shall handle all contracts relating to the usage of the seminary building (weddings, special events, conferences, etc.)
3. Shall oversee all special events of the seminary, which include but are not limited to the Graduation/Opening Ceremony, Christmas Dinner, Thanksgiving Staff & Faculty Dinner.
4. Shall oversee work schedules, vacation times, and absences of personnel
5. Shall keep the first aid boxes periodically properly stocked as well as keep a medication box under her/his supervision.

## Dormitory Supervisor

It is within the President's authority to appoint the Dormitory Supervisor. This individual will be directly accountable to the House Manager and shall consult regularly with the House Manager regarding the condition of the house and its occupants. The President must always be informed when the Dormitory Supervisor plans to be away from the house for a prolonged period of time. Absence can only be approved by the House Manager.

### SPECIFIC DUTIES INCLUDE:

1. Provides on-campus housing for all students.
2. Makes students feel welcome and introduces them to the ETS community and dormitory; attends new student orientation, and meets with dormitory students twice per semester.
3. Handles room assignments and manages the key deposit.
4. Oversees the general cleanliness of the house and dormitory, including regular room checks of all dormitory residents.
5. Keeps records of cleaning supplies and other materials needed in the dormitory and replaces them as needed.
6. Coordinates student work assignments and keeps records of student and scholarship hours worked.
7. Prepares guest rooms and takes care of guests' needs.
8. Manages washing and drying coins for the student laundry room.
9. Takes necessary measures in case of an emergency; contacts emergency services in consultation with president and house manager.
10. In case of student illness, assigns someone to provide the student with food.
11. Is available as a weekend contact person on a rotating basis with other staff members living on campus.
12. Prepares snacks and beverages for meetings (e.g., Staff & Faculty and Board of Directors meetings).
13. Works with the House Manager to prepare for special events (e.g., Graduation, Christmas dinners, Thanksgiving dinners, J-Terms, conferences, master's classes, etc.).
14. Assists students in preparing for special events (e.g., family night, prayer and fasting day, music night, etc.)
15. Organizes a cleaning day (towards the end of the Spring Semester) and a cleaning week (after the Spring Semester).

16. Takes care of the welcome gifts for returning students, staff and faculty and the farewell gifts for departing students, staff and faculty together with the House Manager.
17. Keeps the display box at the entrance up to date according to seasons, holidays, etc.
18. Enforces rules laid out in the Student Handbook, regarding residents' life, dress code, appearance, quiet hours, house safety, and student work.
19. Encourages, counsels, supervises and guides students in conjunction with other staff members.

## Director of the Library

It is within the President's authority to appoint the Director of the library. He or she works under the direct supervision of the Academic Dean who has the responsibility for the administration of the library and its budget. The Director of the Library is nominated by the President and approved by the Board of Directors.

### SPECIFIC DUTIES INCLUDE:

1. Oversee the day-to-day running of the library, ensuring that the rules for the use of the library, set out in the Student Handbook, are observed
2. Oversee the lending facilities, ensuring a complete record of loans, and recalling all materials at the end of each semester
3. Keep a record of the library stock and catalog all new acquisitions as soon as possible (creating call numbers and labels, cataloging the books etc.)
4. Have responsibility for the Librarian's computer and records
5. Prepare and oversee the Reserved Shelf with the books and articles required to be placed there for each course (reaching out to the teachers, getting the required books, changing the books' status in the library system, recording in an excel table, creating specific Reserved Shelf Labels etc.)
6. Place orders for new books, periodicals, Library supplies etc. as required
7. Taking care of Periodicals and journals (recording in excel table, stamps, shelves, invoices)
8. Communicate with Lee University's distance librarian about the needs of students in the graduate program.
9. Order books from the University of Tübingen for a loan, if required (Fernleihe)
10. Create and manage the printer accounts for the students
11. Library introduction for new students and assistance for students if necessary
12. Preparations for graduation (September/October): Gowns for graduates and teachers, seating plans, marching in, instructions for graduates etc.

## Registrar and Student Records

The Registrar (custodian of Student Records) works under the supervision of the Academic Dean and is responsible to the school president.

## SPECIFIC DUTIES INCLUDE:

1. Shall, under the supervision of the Academic Dean, process the registration of students.
2. Shall supervise computer data entry; processing class rolls and student grade reports.
3. Shall assist the Academic Dean in evaluating transcripts for admission and graduation.
4. Shall process requests for and distribution of student transcripts.
5. Shall prepare grade point averages for the Academic Dean.
6. Shall prepare certificates and diplomas for graduates.
7. Shall assist the Administrative Assistant in processing student applications.
8. Other duties assigned by the Academic Dean or the President relating to admissions, registration, student records, library, etc..
9. Shall communicate with the Lee University Records Office Student Registrations, Grades, and Graduation intentions.
10. Shall prepare the annual report for the German Oberschulamt.
11. Shall archive the absence forms from the students.
12. Shall create and update the meal and student birthday list.
13. Shall register the students in the Master level with Lee each Semester.
14. Shall create the timetable for each master course.
15. Shall archive the Master Theses.
16. Shall stay in contact with the Master students.

## House and Grounds Coordinator

The House and Grounds Coordinator works closely and cooperatively with the House Manager and is directly responsible to the school President.

## SPECIFIC DUTIES INCLUDE:

1. Shall oversee the security and maintenance of the buildings and their contents. Serious security and maintenance problems must be reported to the president immediately. Breakages, thefts, and damage to school property must be reported immediately.
2. Shall work closely with the House Manager in overseeing the conservation and economic use of water, electricity, and heating oil for the buildings. The coordinator should consult with the Administrative Assistant to determine when to order heating oil.
3. Shall be responsible for the care and beautification of the grounds (e.g. grass, hedges, leaves, removal of snow and ice, etc.). Students may be assigned these tasks as part of their work assignments, but the coordinator is responsible to see that they are completed properly.
4. Shall oversee and maintain school vehicles, tools, and machinery. All vehicles must be registered, cared for, insured, and operated by properly licensed and responsible persons.
5. Shall work closely with the Dormitory Supervisor in making student work assignments and keeping student workers on task.
6. All purchase orders for the school must be pre-approved by the president or the Administrative Assistant

7. Other assignments by the President relating to House and Grounds.

# Cook

The Cook is nominated by the President and approved by the Board of Directors. The work schedule will be coordinated by the House Manager (normally from 9:00 am to 5:00 pm, five days per week) who works closely with the cook in the fulfillment of his or her duties. The President shall be informed of exceptions to the normal working hours and absences due to illness or other reasons.

## SPECIFIC DUTIES INCLUDE:

1. Preparing a budget for food and cleaning materials for the Kitchen. The President must approve this budget before the beginning of each semester. The president must approve other purchases or major changes in the kitchen and dining room area
  2. Plan menus two weeks in advance and post one week in advance
  3. Prepare two meals each day, lunch and dinner, and ensure that a healthy and wholesome breakfast is available
  4. Purchase and order food for food services
  5. Supervise and ensure safe and hygienic storage of all food items
  6. Maintain the cleanliness, orderliness, and upkeep of the kitchen, dining room, cooler room, and storage rooms for food and cleaning materials
  7. Work closely with the Dormitory Supervisor regarding student work assignments. At the start of each new year, participate in the orientation process regarding work assignments
  8. Work closely with the House Manager to maintain the general cleanliness and orderliness of the House, especially the public areas. Student tasks found to have been carried out unsatisfactorily should be reported to the House Manager
  9. Supervise the work of all assistants in the kitchen, storage, and dining room areas
  10. Following an altered work schedule during school holidays and summer vacation, where general cleaning and cooking responsibilities shall be coordinated with the President and House Manager
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