



INTERNATIONAL APOSTOLIC BIBLE COLLEGE

NEW DIRECTOR
APPLICATION

2023

DEPARTMENT OF CHRISTIAN EDUCATION



IABC DIRECTOR Application

APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS

Name:	Last	First	Middle
Address:	Street	City	State Zip Code
Contact Info:	Phone	Email	
	Pastor	Church	Attending Since

Completion of this form is for consent on behalf of your local Pastor and Bishop to be considered as a potential candidate of your local District's Bible College under the IABC.

Student Name	Student Signature	Date
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The following signatures verify that _____ (applicant's name) is granted permission to continue forward with the interview process with the potential of becoming the Bible College Director for the _____ District.

Pastor's Name	Pastor's Signature	Date
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Bishop's Name	Bishop's Signature	Date
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FOR OFFICIAL USE ONLY

This application has been reviewed by the designated officials for sponsorship

Approved

Not Approved



APPLICATION Questionnaire

Please submit a short response of 3-5 sentences for each question (on a separate paper).

Personal:

1. How and when did you give your life to Christ?
2. What place does your Faith hold in your life?
3. How are you currently serving the Lord (ministries, etc)?
4. What role has education played in your faith?
5. What would be a personal goal of yours if given the position of your local District's Bible College Director?

Educational Experience:

1. What does Christian Education mean to you?
2. How do you believe Bible College benefits the student/the church?
3. Explain any educational project you have done, such as a workshop for the local church. Give an Example:
4. What is the latest book you have read?
5. Name your top three favorite books. Please give the titles and a brief explanation of three new learnings from each book.
6. How often do you participate in conferences related to education?
7. What was the last educational conference you attended?
8. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
9. Describe methods you use to analyze revenue and program cost data to determine budget priorities. Share an example.
10. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?





IABC Director QUALIFICATIONS

The following are examples of potential responsibilities you would need to perform as the District Bible College Director as well as the qualifications needed to succeed in this role.

1. Ability to work occasional evenings and weekends.
2. Bachelor's degree required. Master's degree or work toward master's degree preferred, along with five or more years of educational experience.
3. Excellent communication skills and the ability to formulate and articulate policies, procedures, expectations, and practices.
4. Willingness to learn and train instructors to use the student information system
5. The understanding and use of technology needed in order to promote, recruit and operate the Bible College.
6. Management and/or supervisory experience required.
7. Possess strong decision-making ability and skills to prioritize competing opportunities and needs.
8. Strong analytical, problem solving and time management skills.
9. Ability to work with groups of people and delegate tasks.
10. Strong organizational skills for scheduling as well as budgeting and financial reporting.





IABC Director Duties & Responsibilities

1. Implement policies and procedures established by the Department of Christian Education, and coordinate with other IABC personnel as necessary.
2. Collect consent forms from all new students, verifying their pastors and Bishops approval.
3. Provide all students with the annual academic calendar, student handbook, and any other necessary documents.
4. Collaborate with District Bishops and Pastors regarding students needing review for their ordination interviews/requirements.
5. Assist with developing an annual budget of admissions revenue and expenditures with the Secretary of Christian Education.
6. Approve all purchasing and expense requests within your annual budget's guidelines.
7. Create and present to the Secretary of Christian Education a monthly financial report.
8. Attend conventions, meetings, and conferences as necessary to maintain knowledge of existing and new admissions, training, practices and procedures.
9. Provide and collect course evaluations for every course offered.
10. Evaluate the ongoing effectiveness of current instructors.
11. Provide and collect an annual program evaluation of Bible College from students.
12. Manage and motivate the college staff on a day-to-day basis to ensure a high level of performance.
13. Schedule a well-qualified teaching staff in order to ensure successful and interactive student/teacher dynamics (approved lists are provided by the Dean and Bishop Secretary of Christian Ed).
14. Ensure the curriculum covered adheres to the curriculum provided by the Apostolic Assembly Department of Christian Education.
15. Recommend and implement departmental procedures, softwares, and or any other technology that would assist in enhancing student's over all learning experiences.
16. Work collaboratively with student's pastors as well as the Christian Education staff to provide efficient and effective customer service for new students.
17. Establish annual and long-range goals to increase admission and retention.
18. Create and analyze retention and recruitment-related data, reports, and other qualitative information.





THANK YOU

for your recommendation of an IABC Bible
College Director for your local District

PLEASE SUBMIT ALL DOCUMENTS TO DEAN
QUEZADA AT JEA413@GMAIL.COM FOR
REVIEW

IABC Director Commitment Form

APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS

The purpose of this agreement is to acknowledge acceptance of the identified duties and responsibilities as an IABC Director under the Apostolic Assembly.

Name:

Email:

Phone Number:

Mailing Address:

Bible College:

Commitment:

- I agree to participate in mandatory zoom meetings for all Bible College Directors
- I agree to submit monthly financial reports to the Dean of Bible Colleges
- I agree to only use instructors for courses approved by the Department of Christian Education.
- I agree to only offer courses that are part of the curriculum established by the Department of Christian Education including the established electives.

By Signing this document, I acknowledge that I have reviewed this agreement and understand my responsibilities and requirements as a Director of the Bible College Campus within my District/Region under the CBAI.

IABC Campus Director's signature

Date





CBAI Director

Forma de Compromiso

ASAMBLEA APOSTÓLICA DE LA FE EN CRISTO JESÚS

El propósito de este acuerdo es reconocer la aceptación de los deberes y responsabilidades identificados como Director de la IABC bajo la Asamblea Apostólica.

Nombre:

Correo electrónico:

Número de teléfono:

Dirección de envío:

Colegio Bíblico:

Compromiso:

- Acepto participar en reuniones mandatorios de zoom para todos los directores de institutos bíblicos
- Acepto enviar informes financieros mensuales al Decano de los Institutos Bíblicos
- Acepto usar solo instructores para cursos aprobados por el Departamento de Christian Educación.
- Estoy de acuerdo en ofrecer solo cursos que son parte del plan de estudios establecido por el Departamento de Educación Cristiana incluyendo las electivas establecidas.

Al firmar este documento, reconozco que he revisado este acuerdo y entiendo mis responsabilidades y requisitos como Director del Campus de la Universidad Bíblica dentro de mi Distrito/Región bajo el CBAI.

Firma del Campus Director de CBAI

Fecha

