



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Dean of the Doctor of Ministry Program</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Seminary D.Min Program	W/C Classification	8868 – Administration/Faculty
Reports To:	Provost	Compensation	\$80,000 - \$90,000/year

SUMMARY

Advance the mission and vision of TMUS by serving as the primary relational, pastoral, and recruiting leader for the program. The Dean is responsible for cultivating a strong sense of brotherhood among D.Min. students, recruiting qualified men into the program and providing a portion of the teaching during each program intensive. The Dean works closely with the D.Min. Director to help shape the culture and student experience offered by the program.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Promote the D.Min program in order to recruit qualified pastors and ministry leaders into the D.Min.
- Engage in recruitment conversations, interviews, and other appropriate recruiting related activities, including the development of relationships with churches, ministries, and other networks that can help introduce qualified candidates to the program.
- Participate as a teacher during each D.Min modular week (in January and July).
- Contribute to classroom instruction in areas consistent with the Dean's pastoral and ministry expertise.
- Foster a strong sense of brotherhood among the men in the D.Min program.
- Promote a culture characterized by humility, collegiality, theological conviction, pastoral wisdom, and mutual encouragement.
- Meet with the DMin Director as needed to discuss the health and effectiveness of the program.
- Contribute ideas for future development and growth of the program.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Possess the maturity, character, and pastoral wisdom necessary to serve as a spiritual and relational leader among experienced pastors, and also as a representative of The Master's Seminary.
- Exhibit a proven ability and passion to disciple, encourage, and develop ministry leaders.
- Display a commitment to the local church and to the biblical model of pastoral ministry.
- Excellent written and verbal communication skills and effective teacher and communicator.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.

- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Oversee the direct reports within the D.Min department.
- Assign, plan, and oversee the work of assigned departmental staff.
- Support in training employees, verify timecards, and monitor budget.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

EDUCATION AND EXPERIENCE

- Doctorate degree or equivalent experience in pastoral ministry.
- At least ten-years' experience in a pastoral role.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- The primary in-person requirement of the position will be participation in the D.Min intensive weeks when students are on campus. The Dean is expected to be present on campus for the scheduled intensive weeks each January and July, unless otherwise arranged with the D.Min Director.
- Outside of these intensive periods, much of the Dean's work—including recruitment, relationship development, communication with students, and collaboration with the Director—may be conducted remotely. The position therefore provides flexibility for the Dean to maintain a ministry residence and role outside California while remaining meaningfully engaged with the D.Min program.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.