

## CALVIN THEOLOGICAL SEMINARY

### **Position: Director of Latino Ministries**

**Reports to: Dean of the Faculty and Chief Academic Officer**

**Status: Full-time, Exempt**

The Director of Latino Ministries is a regularly-appointed member of the staff who will have faculty status as well. This position is open to any field or discipline within theological education. The allocation of responsibility between administration and teaching will be based on the experience level, qualification, and competencies of the candidate. The emphasis in the position is on developing, cultivating, and managing the Latino Ministries Certificate and MA programs at Calvin Theological Seminary, along with teaching various courses in Spanish or English.

Faculty rank will be assigned at a level commensurate with experience and the candidate's degree. A Ph.D. or other terminal degree is preferred. Preference will also be given to those who have a theological degree and extensive pastoral and/or administrative experience. The initial three-year appointment (possible tenure track) may begin as early as January 2023.

### **Personal Qualifications (Character)**

The Director of Latino Ministries shall:

1. Be a godly person, prayerful and persistent in following Jesus Christ, exhibiting fruits of the Spirit and other Christ-likenesses including Christian wisdom, honesty, and humility; committed to the Lord and to the ministry of the church.
2. Be deeply biblical, with knowledge of Scripture written on heart and mind; committed to the Scriptures as God's infallible word; committed to the Reformed Confessions.
3. Be virtuous in teaching: humble, enthusiastic, honest, curious, compassionate, encouraging, hopeful; generous in offering time and skills to students and colleagues; ready to learn from students as well as teach them; respectful of others, including persons of both genders and of various cultures and ethnicities.
4. Be virtuous in scholarship: clear, persistent, truthful, curious, and charitable toward those with whom one disagrees; teachable, being self-aware of strengths and weaknesses, accountable, willing to change and grow as teacher, mentor, and scholar.
5. Be hospitable, making every effort to create a welcoming, equitable, and inclusive environment for ethnic minorities, women, and other underrepresented groups.
6. Be generous in offering time and skills to students, colleagues, and the general life of the seminary.

### **Academic and Professional Qualifications**

The Director of Latino Ministries shall:

1. Maintain bilingual fluency in Spanish and English.
2. Be truly learned (1) at the undergraduate level in a broad liberal arts education in the humanities and/or sciences, or a field related to theology, religion, or ministry and, (2) at

the graduate level through a high-quality theological education.

3. Be credentialed with a PhD, ThD, Doctor of Ministry, or other ~~doctoral~~ degree in the field of theological studies, and demonstrate potential to teach, conduct research, and publish at a level commensurate with rank and experience.
4. Be generally acquainted with the life of the Christian Church in the world today and broadly familiar with major trends in contemporary theology.
5. Be able to teach clearly, respectfully, creatively, in obvious awareness of the presence of God and with obvious attention to the students' formation for ministry
6. Be able to appreciate and interact with significant biblical, theological, and ministry developments in the majority world.
7. Have membership and accountability in a local church or Christian faith tradition.
8. Evidence broad competencies in program administration and assessment, promotion and networking, faculty development, and hybrid and online learning (see Responsibilities and Tasks).

The Calvin Seminary Faculty Handbook's statement of requirements for all faculty members appears [here](#).

### **Responsibilities and Tasks**

The Director of Latino Ministries shall:

1. Oversee and manage the daily administration of the CTS Latino Ministries Certificate program.
2. Design and manage all external communications and marketing about the Latino Ministries Certificate program.
3. Develop and cultivate local, national, and global relationships and affiliations with Latino Ministry partners.
4. Develop and oversee curriculum policies and procedures for the Latino Ministries Certificate program.
5. Plan and schedule courses in the Latino Ministries Certificate program.
6. Be prepared to teach courses in the Latino Ministries programs, and occasionally teach courses in the broader CTS community.
7. Participate in conferences, workshops, retreats, and consultations in administration and/or theology—all as professional obligations warrant and allow.
8. Provide advice to ecclesiastical assemblies and, where appropriate, to congregations and ecclesiastical agencies.
9. Extend the reach of the seminary curriculum through the use of available pedagogical technological resources, including online teaching.

10. Work with other staff and faculty members cross-departmentally to enhance the integration of the seminary curriculum and Latino Ministry studies and culture into the life of the seminary community.
11. Help the seminary serve students and congregations of various cultural backgrounds (especially in Spanish speaking communities) and nationalities in light of the particular challenges they might face.
12. Participate in normal faculty responsibilities, including serving on committees and attending faculty meetings, convocation, commencement, chapel services, and seminary community events throughout the year.

### **Physical Demands/Work Environment**

The physical demands of this position do not extend beyond sitting and occasional standing, walking, and reaching. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions.