

## **Dean of the Penn West Academy for Ministry Position Description 2014**

The Dean is accountable to the Penn West Conference Church and Ministry Committee, under whose oversight the Penn West Academy operates.

The Dean shall:

- Keep current all information that is presently made available to the public in the annual catalog. This includes the annual class schedule, which should be made in consultation with the faculty and the Conference Church and Ministry Committee. The schedule should include the regular four class meetings, the Annual Licensed Ministers' Refresher Course (see below), and Special Blocks. Special Blocks may include, but are not limited to, such topics as Christian Education, stewardship, worship and music, mission, pastoral leadership, and pastoral care.
- Annually receive and approve syllabi from all faculty members.
- Assign all students to a faculty advisor. The Dean may serve as one.
- Establish, in consultation with the Conference Church and Ministry Committee, the schedule for the Annual Licensed Ministers' Refresher Course. She/he shall make all the necessary physical arrangements for the event and shall be responsible for seeing that it is publicized to all licensed ministers and Academy students.
- Consult with the faculty and Conference Church and Ministry Committee to arrange an annual meeting, the purpose of which is to evaluate the students and address other Academy issues. She/he will ensure that appropriate recording and notification of evaluation, advancement, and/or graduation will be given to the students, their faculty advisors, their Association Church and Ministry Committee representative, and the Penn West Conference Office.
- Communicate to the Conference Office those who are on the Academy's "Practice Preaching List." This consists of Academy students who are encouraged to gain speaking experience through pulpit supply. It will be determined by the faculty and publicized through the Conference Office.
- Publicize the Academy and correspond with new students to ensure that they understand details about their participation.
- Maintain copies of correspondence and provide an annual report for the Penn West Conference Annual Meeting.
- Distribute expense sheets to all faculty members, Special Block presenters, and Refresher Course leaders.
- Attend the Refresher Course and Special Blocks. If not also an instructor, lead at least one block each year.

- Attend one session of each class per year, providing feedback to the Faculty member. If the Dean is an instructor, a member of the Conference Church and Ministry Committee will observe one session taught by the Dean.
- Fulfill other duties as directed by the Conference Church and Ministry Committee.

The Dean will be paid \$1000 annually.